

# ORANGE COUNTY PUBLIC LIBRARY



## Name of Policy

### PUBLIC ART POLICY & GUIDELINES

#### PURPOSE

To bring together art, literature and people in the same place, The Orange County Public Library invites school groups and artists from the surrounding area to display its artwork at its Main Library location in Hillsborough.

#### POLICY STATEMENT

The Main Library has a calendar of exhibitions and displays artwork from area schools, emerging artists, as well as experienced artists. Timeframes of all exhibitions are decided upon by library staff.

The Orange County Public Library provides suitable hanging and display materials, including a locked glass display in the foyer. Neither the library nor the county is liable for any damage to artwork displayed on its property.

#### Sale of Artwork

- The artist(s) may elect to sell his or her artwork.
- The artist(s) should provide promotional documentation, contact information and pricing information at his or her expense.
- Artwork sold during the exhibition must remain at the library until the end of the exhibition.
- All transactions are between the artist and the buyer, with no commission being sought by the library.
- The library will not handle sales of artwork.

Note: Art at the Carrboro Branch Library is decided upon using a different process than outlined below. For more information about art at the Carrboro Branch Library, contact Nerys Levy at [filevy@mindspring.com](mailto:filevy@mindspring.com)

#### TYPES OF ART SHOWS

##### School Exhibitions at the Main Library

Schools may contact library staff to see if space is available for showing work by their students. Timeframe of a show as well as type and number of works is up to the discretion of library art program coordinator. No applications are needed for school exhibitions. However, if your school is not currently on the library's art calendar, we ask that you contact art program coordinator at least four (4) months in advance of your desired timeframe.

##### Other Exhibitions at the Main Library

No applications are needed for art shows. However, if you are not currently on the library's art calendar, we ask that you contact art program coordinator at least four (4) months in advance of your desired

timeframe.

The art program coordinator will work with you to determine:

- Dates for installing and removing the show
- Installation locations within the library
- Dates and times for an opening reception, if desired. It is the responsibility of the artist to schedule reception space, provide food, drink and paper products and to set up and clean up.
- Publicity for the show (see below for more details)

## **INFORMATION FOR ALL SHOWS**

### Artwork Requirements

The library welcomes works of art in any media. However, all works must be:

- Original, handcrafted by the artist(s).
- Stable enough to withstand handling.
- Suitably framed and / or prepared for hanging. The library does not allow for artwork to be taped or tacked to its walls. Note: The library cannot guarantee that artwork will not be touched.
- Suitable for all ages.
- Labeled for display by the artist(s) or representative for the artist(s). Labels can be placed on the library's hanging system, or on the wall with pre-approved painter's tape only. Any wall damage is the responsibility of the artist.
- Installed and removed by the artist(s) or representative for the artist(s).

The art program coordinator will work with you to determine:

- Dates for installing and removing the show
- Installation locations within the library
- Dates and times for an opening reception, if desired. It is the responsibility of the artist to schedule reception space, provide food, drink and paper products and to set up and clean up.
- Publicity for the show (see below for more details)

### Publicity Options

The library will help promote art shows using a mix of the following:

- The library's online art calendar.
- Facebook, Twitter and Instagram.
- The library's e-newsletter(s).

Note: The library's art program coordinator will decide which promotional activities will take place for a given show. The library strongly encourages the artist(s) to promote the show to his/her network, to the press, etc.

## **RESPONSIBILITY**

The Library Director is the final authority with regards to enforcing this policy.

Policy Revised: March 2018