



Art Exhibits and Tiny Roost Exhibits Policy

Date Adopted: August 18, 2022

Dates Amended: April 17, 2025

PURPOSE

The purpose of the Gardiner Library Art Exhibits and Tiny Roost Exhibits Policy is to enrich the experience of the Gardiner Library patrons, particularly by:

- Enhancing and increasing community appreciation of the arts;
- Presenting a variety of exhibitions by artists in the visual arts as well as exhibitions of educational and/or historical significance; and
- Helping local artists increase their public exposure.

ART EXHIBITS

The Gardiner Library welcomes artists to display their work in the library lobby and Community Room as well as the Tiny Roost Art on the Outside gallery under the following guidelines:

- Length of the display of the exhibit will be determined between the artist and the Library Director.
- Work from all media and styles will be considered. The Library Director or the Library Board of Trustees shall make the decision on the appropriateness of any/all exhibits.
- Exhibition decisions are made by the Library Director. The Library Director serves as the exhibit coordinator and primary contact person.
- Art may be displayed in the designated wall space in the lobby, the main library, and/or the Community Room. Art for the outdoor exhibit will be shown inside the Tiny Roost Art on the Outside gallery. No other space or fixtures shall be provided to any exhibitor.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with an established schedule. Artwork not removed on schedule will limit the exhibitor from future exhibitions. If assistance is required, it is the exhibitor's responsibility to provide such assistance unless determined otherwise by the Library Director.



- The Library Director reserves the right to select individual works to be shown with the works of other artists or may provide the opportunity for a one person show in a designated library space or in conjunction with another artist's exhibition.
- All costs, expenses, and signage (in keeping with the Gardiner Library design guidelines for signage) are the responsibility of the exhibitor.
- All exhibits must conform to the space restrictions of the display areas.
- Artists must remove artwork from the Gardiner Library on the scheduled day of removal. The Gardiner Library cannot provide storage space.
- Gardiner Library use of display areas takes precedence over any other use. In the unlikely event that the Gardiner Library should require display/exhibit space for its own use, the Library Director reserves the right to pre-empt such space, without notice, and cancel the use of the display/exhibit areas.
- The Gardiner Library shall not be responsible for reimbursement or replacement of lost, stolen, or damaged items. Artists are responsible for obtaining their own insurance coverage if desired.

PROCEDURES

Applications for indoor exhibits must be sent to the Library Director. Submissions shall be reviewed by the Library Director. The artist must include all material required in the application and must arrange with the Library Director an opportunity for the Library Director to review representations of his or her work to be shown or work similar in nature. Applications for Tiny Roost Art on the Outside exhibits may be submitted to the Library Director or to Roost Arts Hudson Valley to be reviewed by Roost Arts members as well as the Library Director.

Applications submitted on behalf of an organization should indicate as such and must provide documentation from their board or advisory committee requesting the exhibition. Each artist must complete and sign the Art Exhibit Application Form and Release (attached) acknowledging they understand and accept the Art Exhibits and Tiny Roost Exhibits Policy.

Exhibits shall be scheduled, whenever possible, from several months to a year in advance.

SALE OF ARTWORK

Exhibitors who desire to sell artwork must provide a price list with prices established by the artist, which should clearly say that the purchaser should contact the artist directly and indicate a preferred method of contacting the artist. The artist is responsible for



conducting the sale of any work directly with the buyer and for the collection of sales tax.

Gardiner Library staff will not be responsible for any sales.

An exhibition price list with title indicating the name of the work, medium, and price must be provided. Works that are not available for purchase must be clearly designated “NFS” (Not for Sale). The artists must notify the Library Director of a sale so that the artwork may be marked as “sold.” A list of sold artwork with prices must be provided to the Library Director before artwork is removed.

Any work sold must remain on exhibit throughout the designated exhibition period.

In return for the opportunity to exhibit at the Gardiner Library, the exhibitor agrees to donate twenty percent (20%) on artwork sold during the exhibition or within one month after the showing. The donation is tax-deductible.

EXHIBITION PRESENTATION AND INSTALLATION

It is the responsibility of the exhibitor to install and remove the exhibit. Should exhibitors require the use of a ladder to set up and remove artwork, the exhibitor acknowledges the inherent risks to self and others and assumes full responsibility. Artists are responsible for obtaining their own insurance coverage if desired. The Gardiner Library assumes no responsibility for injuries, damages, or losses resulting from ladder use.

Artwork to be displayed must be framed, or have a similar support structure, and be ready for hanging from the available picture rails.

A picture hanging system from which works are suspended is provided to display artwork. This method is the only system allowed for displaying artwork. All artwork must be able to hang with the provided hooks and cables or filament and wire that the artist provides. Nothing can be affixed to the wall and no hardware can be installed that can penetrate the wall. Three-dimensional artwork or artwork requiring pedestals cannot be accommodated unless it can be displayed in the display case in the Gardiner Library lobby. (Refer to the *Gardiner Library Display Case and Bulletin Board Policy*.)

No labels, signs, or other material are to be attached to any walls without both the items and means of adhesion approved by the Library Director. 3M Command Damage-Free Hanging Picture Hanging Strips and/or Scotch Restickable Dots do not need prior approval.

Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is granted unless otherwise stated in writing.



OPENING RECEPTIONS

Opening receptions, if desired, must be arranged under the guidelines of the *Gardiner Library Community Room Use Policy*. Invitations, set-up, clean-up, and expenses shall be the responsibility of the exhibitor. Alcohol is not permitted.

PUBLICITY

The Gardiner Library will publicize the exhibit in the e-newsletter, through social media, on the Library's website, and with a press release to local newspapers and radio stations. Any additional publicity is the responsibility of the exhibitor. Any promotional materials, news releases, or flyers must be approved by the Library Director before being used.



ART EXHIBIT APPLICATION FORM AND RELEASE

Thank you for your interest in exhibiting at the Gardiner Library. Please complete the following application and return it to the Library Director. Applications submitted on behalf of an organization and approved by the Library Director will require each artist to submit this form and release upon approval.

Name: _____ Date: _____

Organization: _____
(Attach proof of board or advisory committee requesting the exhibition)

Address: _____

Phone: _____ Email: _____

Exhibit Type: _____ Indoor _____ Tiny Roost Art on the Outside
(Select one)

Please describe the work you wish to exhibit. Include any information not conveyed by your photographs (e.g., medium, technique).

The approximate number of works you would like to exhibit: _____
(N/A for Tiny Roost Art on the Outside exhibits)

Will the artwork you wish to exhibit be available for sale? _____
(N/A for Tiny Roost Art on the Outside exhibits)

Installation Date: _____ Removal Date: _____
(Dates to be filled in by Library Director)



ART EXHIBIT APPLICATION FORM AND RELEASE (continued)

I have received, read, and accept the Gardiner Library Art Exhibits and Tiny Roost Exhibits Policy and agree to abide by the policies and procedures.

I understand and acknowledge that my use of a ladder may expose me or others to harm, injury, or loss and waive any and all claims against the Gardiner Library, its Board of Trustees, and staff for any personal injury or injuries and/or property damage of any nature that I may suffer or incur in the use of any ladder used at the Gardiner Library.

I understand that in offering my works of art to be displayed in the Gardiner Library, Gardiner, NY that I release the Gardiner Library, its Board of Trustees, and staff from any liability for damages or injury, loss, theft, or destruction of any item(s) that may occur during the display period or during installation or removal of the exhibit.

I understand that I am responsible for obtaining my own insurance coverage.

Exhibitor Signature: _____

Date: _____

Library Director Approval: _____

Date: _____