

Irvington Public Library
Martucci Gallery
Exhibition Policy

Goals

To provide an opportunity for selected artists and community groups to exhibit their work and the public to view it, free of charge.

To give preference to artists and community groups from Irvington and neighboring areas, whenever possible.

To accept work from various media and styles, with content suitable and appropriate for viewing by the general public.

To apply the same criteria for judging all work whether submitted by professionals or amateurs; and to set the bar for acceptance as high as possible as determined by members of the Gallery Committee.

Applicant's Requirements and Responsibilities

All applications will be reviewed by the members of the Gallery Committee, and its decisions will be final. Applicants may resubmit new work for review, in the next calendar year.

To apply for an exhibition, artists must include all material required in the application and must complete and sign the application form; acknowledging they agree to the conditions and terms therein. A studio visit may also be requested, to make a final decision or to review work in its final exhibit form.

Dates allotted for shows must be strictly observed. Exhibits run for the calendar month, with any changes to this at the discretion of the Gallery Committee and the Library Director.

Art work not removed on schedule will be removed by library staff and members of the Gallery Committee. Any expense for this removal becomes the responsibility of the exhibitor.

In the unlikely event that the library should require the display/exhibit facilities for its own use, the library reserves the right to cancel or modify the exhibitor's scheduled exhibit time upon one week's written notice.

The exhibitor understands that the library's gallery space also serves as a program room. It is open to the public during library hours, but is not attended by library staff. The room is often used for programs of the library or community organizations while the art exhibitions are in place.

The exhibitor should be aware that by approving his/her application, the Irvington Public Library is granting a license to the exhibitor to exhibit his/her work at his/her sole risk and expense. While there have been no negative incidents to date, it must be made clear that the library accepts no responsibility for works stolen, defaced or in any way damaged, and has no security measures in place to safeguard the exhibitor's work.

The exhibitor agrees to hold the library, its board of trustees, its staff and the Village of Irvington harmless from any claim for losses and/or damages arising out of the display and exhibition by the exhibitor and shall defend, indemnify and hold the library, its board of trustees, its staff and the Village of Irvington harmless from any claim made by any person arising out of the setting up, exhibit of and dismantling of the exhibit.

It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne by the exhibitor, and that the Irvington Public Library will be named as an additional insured in any policy or policies of insurance obtained or maintained to cover losses to, or in connection with, the exhibit.

Artists are requested to submit digital copies of some or all of the work in their exhibit for posting, with proper attribution, on the Library's Virtual Gallery one month before their scheduled exhibit.

Installation

Installation and subsequent removal of exhibitions are the responsibilities of the artist. The library will supply hanging equipment but does not provide technical or clerical assistance, porter service, storage space or special furnishings. No labels, signs, or devices may be affixed to walls, panels or

doors, which will in any way affect these surfaces upon removal. A list of the works included in the exhibit should be supplied to the library.

The Exhibition Room is not designed to accommodate sculpture or art work requiring shelves or pedestals and such exhibits are not possible.

Publicity

The library will publicize the exhibit through its current list of media addresses. Information and digital copies of artwork should be provided to the library two months in advance of the show. Any additional publicity – brochures, etc., are the responsibility of the exhibitor.

Opening Receptions

Opening receptions are the responsibility of the artist. Our Program Room is very busy, so opening receptions should be scheduled with library staff as far in advance as possible. Requests to schedule Openings when the library is closed must be approved by the Library Director. Receptions may be of no more than four hours duration, and only one reception per exhibit is permitted. Any food or beverages consumed during the opening reception must remain in the gallery. Wine and/or beer may be served. Kitchen facilities are limited to the preparation of simple refreshments. Exhibitors must supply all cloths, utensils, paper goods and food. Kitchen must be left clean and trash bagged for removal.

If the Library closes in an emergency or for bad weather, the opening reception will be automatically canceled. It will be rescheduled if possible.

Sale of Artwork

If works are for sale, the exhibitor must provide a printed price list, which should clearly say that the purchaser should contact the artist only, not library staff. Staff will never be responsible for any sales.

A donation of 10% on artwork sales to the library would be appreciated; this relates to work sold during the exhibition or within one month after the showing.

Fees

No fees are charged to artists for exhibitions; however, a security deposit of \$100 is required. The exhibitor is responsible for restoring walls, panels and hanging equipment to their original conditions. The security deposit will be returned following inspection for holes in walls, lost or damaged equipment, etc. A reasonable amount will be deducted if any damage is found.

Application

Application and release forms must be submitted to the library director in writing on the official application form. It should be kept in mind that exhibits are scheduled from several months to a year in advance. Send form to:

Rosemarie Gatzek, Director
Irvington Public Library
12 South Astor Street
Irvington, NY 10533
LibraryDirector@irvingtonny.gov