

Art Gallery Policy

Adopted May 2004; rev. March 2013, rev. June 2019

The Plainfield-Guilford Township Public Library provides a gallery for the display of all types of art work in accordance with the following policy:

1. *Monthly* exhibits in the gallery will be arranged through and *coordinated* by the Gallery Coordinator. *Special exhibits and gallery events will be handled at the discretion of the Library Director.*
2. Artists interested in exhibiting in a monthly gallery exhibit will submit slides, digital images, or examples of artwork to be reviewed by the Gallery Coordinator for approval. *Works of a controversial nature require final approval from the Library Director.*
3. Artists interested in exhibiting at a special exhibit or gallery event will submit entries as determined by the Library Director for approval.
4. Works to be exhibited in the gallery must be finished and ready for gallery presentation. The library cannot supply materials for display, framing or other finishing.
5. Delivery and pickup of artwork will be the responsibility of the artist. Artwork not picked up by the artist or a representative of the artist within 30 days of the final exhibition date will become the property of the library and will be disposed of in whatever manner deemed necessary.
6. Artists may sell items that are exhibited in the gallery. All inquiries for purchase will be referred directly to the Gallery Coordinator the Administrative Assistant or to a library manager. Thirty percent of their sales will go to the Friends of the Plainfield Library.
7. The library *provides for limited coverage of artwork displayed in the gallery under its general property insurance policy. Exhibitors are strongly urged to carry additional coverage via an individual art floater policy.*