



## **ART EXHIBIT POLICY OF THE LAKE TRAVIS COMMUNITY LIBRARY**

This document describes the policies governing the Art Exhibit Program at the Lake Travis Community Library.

### **OBJECTIVES**

The Lake Travis Community Library encourages individual artists or groups of all ages to exhibit artwork in the Library for civic, cultural, and educational purposes. Such exhibits may include two-dimensional original art - such as oil paintings, watercolors, and photography - and multi-dimensional work such as small sculptures, ceramics, fused glass, jewelry, and quilts. All exhibits are free and open to the public.

### **APPROACH**

The Library invites local and regional artists and groups to apply for use of exhibit space in the Meeting Room and, in some cases, an exterior display window. Preference is given to applicants from the Lake Travis Community Library District. The Friends of the Library's Art Committee (FAC) administers the program. It reviews all applications and selects artists to fill slots 3-6 months in advance. In addition, the FAC encourages young artists by reserving space during the year to exhibit their work.

**Application:** Artists may apply as individuals or, if they wish to share exhibit space, may apply as a group. The attached application form details the required information, including at least 8 – 10 photos representative of the art to be exhibited, along with their size and titles. CDs and websites may supplement, but not replace the photos. The FAC may request a viewing of the actual works prior to making a decision.

**Selection:** In making the decision, the FAC will consider artistic merit; the degree of general public interest in the subject matter and medium/media; the importance of the exhibit as a record or reflection of the times or of the community; and the degree to which the exhibit responds to and is consistent with the Library's Mission Statement. The Library Director and Board of Trustees, respectively, provide FAC oversight and, if necessary, deal with artist appeals of FAC decisions.

## EXHIBIT GUIDELINES

- **Timeframe and Installation:** All items in the exhibit will remain on display for approximately a month. Artists will install and remove their own artworks at agreed dates and times to ensure smooth transitions between exhibitors.
- **Sales:** Artists choosing to offer their work for sale will donate a tax-deductible fifteen percent (15%) of the sale price to the Library. The artists will establish the price beforehand and conduct the sale directly with the purchaser, not through the FAC or Library staff. Artists will also be responsible for all sales tax on their items. Artists will clearly identify the exhibit items that are and are not for sale.
- **Insurance:** Insurance is the sole responsibility of the artists. The Library, its Trustees, Director, Friends, and/or FAC are not responsible for theft or damage to items on exhibit, nor do they provide insurance to protect the items.
- **Publicity:** Artists or groups will provide publicity, signage, and/or written material to the Library Director at least two months before the exhibit start date. These materials will list the Library as the exhibit's sole sponsor. The Library Director must approve all publicity.

## ADMINISTRATION

The following guidelines will help ensure effective FAC administration of the program.

- **Membership:** The FAC will have 3 members from the Friends.
- **Terms of Office:** Members will serve 2-year terms to allow staggered rotation and avoid all members rolling off at once. New members will be appointed in January and members may serve successive terms.
- **Appointments:** The FAC and the Library Director will identify and appoint new members and the FAC Chair. When a vacancy occurs, the FAC and the Library Director will identify and appoint new members and the FAC Chair.
- **Reporting relationships:** The FAC Chair will represent the FAC on the Friends' Board. The Library Director and/or the FAC Chair will represent the FAC at Library District Board meetings.

### Adoption and Amendments

- Approved February 25, 2013
- Amended and Approved March 20, 2014
- Amended and Approved October 14, 2015
- Amended and Approved on May 19, 2016

Contact: [librarian@laketravislibrary.org](mailto:librarian@laketravislibrary.org)



## Application to Exhibit at the Lake Travis Community Library

The Lake Travis Community Library encourages individual artists and groups to exhibit their artwork in the Library Meeting Room and/or an exterior display case. Please read the Art Exhibit Policy of the Library and then provide the information requested on this application form. Email any questions to [librarian@laketravislibrary.org](mailto:librarian@laketravislibrary.org).

1. Name (Please print) \_\_\_\_\_

2. Address and contact information (Please print)

- Street Address \_\_\_\_\_
- City, State, Zip \_\_\_\_\_
- Phone \_\_\_\_\_
- Email \_\_\_\_\_
- Website, if available \_\_\_\_\_

3. Attach biographical and other information to aid the FAC in the selection process.

4. Proposed exhibit:

- Describe the type of items you will exhibit: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Attach 8-10 photos representative of the pieces you propose to exhibit. Include sizes and titles of the works. Note: Photos of the works are required, and may not be replaced by CDs or websites. The Committee may request a viewing of the actual works prior to making a decision.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Artist/Group Agreement on Art Exhibit at the Lake Travis Community Library**

I/We, \_\_\_\_\_, agree to the terms and conditions stated in the Art Exhibit Policy of the Lake Travis Community Library and those contained in this agreement.

I/We will install the exhibit on \_\_\_\_\_ (date and time of day) and remove it on \_\_\_\_\_ (date and time of day).

I/We release the Lake Travis Community Library District, the Board of Trustees, the Library Director, the Friends, and the Friends' Art Committee (FAC) from any and all liability related to my exhibit. I/We understand that insurance is my/our responsibility and that the Lake Travis Community Library, its Trustees, Director, Friends, and/or the FAC are not responsible for theft or damage to items on exhibit, nor do they provide insurance to protect the items.

The FAC has on file a copy of my/our Art Exhibit Application form, which includes biographical information about myself/our group and 8-10 photos representing the items to be exhibited. I/we will provide copies of artwork labels, brochures, publicity, and other promotional items to the Library Director two months before the exhibit start date.

\_\_\_\_\_  
Artist/Group Representative, Printed name

\_\_\_\_\_ Date \_\_\_\_\_  
Artist/Group Signature

\_\_\_\_\_ Date \_\_\_\_\_  
FAC Representative Signature