

Friends of the Sisters Library Art Committee

Art Exhibit Guidelines

1. All art exhibits in the library must be approved by the librarian and the Art Committee prior to the exhibit. New works of art and works of art not exhibited in the FOSL Annual Art exhibit in the previous 3 years may be exhibited.
2. All exhibitors must fill out an Art Exhibit Agreement before displaying their works of art.
3. An organization scheduled to exhibit must designate a person responsible for the exhibit and inform the Art Committee who the responsible person is 30 days prior to the scheduled exhibit. This person shall be responsible for obtaining the required Art Exhibit Agreements from each artist in the organization exhibiting their artwork, and ensuring that the Art Exhibit Guidelines are followed by all of the exhibitors in the organization.
4. Works of art must be delivered and picked up on the dates specified in the Art Exhibit Agreement.
 - a. Works of art to be hung or taken down in the main library room and/or computer room must be hung or taken down in the morning before the library is open to the public.
 - b. Works of art to be hung or taken down in the Community Room must be hung or taken down when the room is available and not scheduled to be used by another organization.
 - c. Works of art must be removed within 60 days after the expiration of the exhibition period. After 60 days, the work of art shall be deemed abandoned by the exhibitor and the work of art shall be donated to another charitable organization for disposal
5. A member of the Art Committee and/or a Sisters Library staff shall be present at the time the works of art are being delivered and picked up.
6. The exhibitor or the organization in charge of the exhibit is responsible for hanging all of the work in the exhibit.
7. All items should be ready to hang using the existing hanging system in the library.
 - a. Wire hangers only for all artwork that will be hung, except for Fiber Art Quilts and other Fiber Art, which must have a sleeve secured on the back for hanging.

- b. Wall-hung art cannot exceed 30 by 40 inches unless space permits. Larger quilts to be hung on the rafters cannot exceed 84 inches wide by 75 inches long.
 - c. Pottery, sculpture, jewelry, etc. will be placed in the locked display cases in the entryway. If the artwork is too large for the case, it will be displayed on a shelf or table in the library.
8. Any advertising, brochures, signs, and artwork labels are to be provided by the exhibitor or the organization in charge of the exhibit.