



**Wood Library Association
134 N Main St
Canandaigua, NY 14424
Phone: 585-394-1381 FAX: 585-394-2954**

Art Exhibit policy

ADOPTED by Wood Library Board of Trustees 2016, amended 02/26/2024

Wood Library is committed to supporting local artists by providing free exhibit space for their work.

The Library Executive Director shall appoint an Art Coordinator to solicit and plan exhibits by individual artists and artist groups. All communications between the Library and the artist will be through the Art Coordinator. Artists who wish to display their work will contact the Art Coordinator via email for approval.

Artists or groups wishing to display their work will be selected according to the following criteria:

1. Family appropriateness of the art (i.e. no nudity or graphic violence)
2. Space and availability. Priority will be given to local residents (i.e. within a 20-25 mile radius of the Library)

The Art Coordinator in consultation with the Executive Director reserves the right, without statement of cause, to not exhibit any proposed artwork.

Guidelines: (the term 'artist' below includes both individual artists and artist groups)

1. Most exhibits will run for approximately six weeks.
2. The artist agrees to display his/her work for the duration of the exhibit and to remove all work at a pre-specified date and time.
3. The artist understands that the art gallery space in the Ewing Family Community Room is also utilized by the Library staff and patrons for meetings and activities, and that the room will not always be available for viewing due to such activities.
4. The artist will meet with the Art Coordinator one to three months prior to the start of the exhibit to schedule installation and takedown of art, as well as an opening reception in the Ewing Family Community Room. Opening receptions are not required.
5. All pieces must be able to be displayed on the wall using the Library's wall hanging system. It is the responsibility of the artist to transport and hang his/her own work. Artists must use the various hanging systems provided by the Library. Nails and/or screws may NOT be driven into the gallery walls. Artists are responsible for their

own signage/titles which should be gently attached to the walls with removable poster putty or painter's tape. Any other tape should NOT be used as it will damage walls.

6. Receptions or 'meet the artist' type events will be the responsibility of the artist to schedule with assistance from the Art Coordinator. The artist may provide refreshments for these events at their expense. Alcoholic beverages cannot be served by the artist; however, the artist may arrange for a reputable, insured, and licensed winery or micro-brewery company to perform a 'tasting event' at the opening reception.
7. The art pieces exhibited can be priced to sell. Any sales are the full responsibility of the artist to coordinate and facilitate; the artist is responsible for sales tax collection. Wood Library is not the agent of the artist and will not be responsible for collecting money on the artist's behalf.
8. The artist is expected to publicize his/her own exhibit. The artist will submit a show description and up to three image files to the Art Coordinator who will then send to the Daily Messenger Newspaper approximately two weeks prior to the exhibit start date and will also share with the Marketing Coordinator to include in the monthly newsletter. The Library website (woodlibrary.org) will feature a description of the exhibit along with an image on their home page.
9. The Wood Library reserves the right to postpone or cancel displays at any time. If postponed, the Library will work with the artist to reschedule.
10. All displayed artwork is covered under the Library's insurance policy. Any artist whose work is displayed will be required to sign a statement recognizing the conditions of exhibiting at the Library, and will be required to provide a master list of displayed works for insurance purposes. Copies of this list will be kept with the Art Coordinator.



Artist Statement

First Name: _____ Last Name: _____

Phone Number: _____ Email: _____

Artist Website (optional): _____

Exhibit Title: _____

Please list all art pieces that will be displayed at the Library. List additional artwork on back of this sheet.

Title	Description (ex. ink drawing, oil painting, photography, etc)	Size	Value

- I have read the Art Exhibit policy and understand the conditions of exhibiting at the Library.

Print Name: _____

Signature: _____

Date: _____