

West Linn Public Library Art Gallery Operating Policy

About the Gallery: The gallery has three exhibition walls, each approximately 25 feet long and 8 feet tall. In addition to serving as an art gallery, the room also serves as a meeting space.

Mission Statement: The West Linn Public Library Community Room Gallery exhibits professional-quality work by area artists with an emphasis on West Linn residents, for the purpose of increasing public awareness of visual arts. Art is chosen for the gallery to present a wide variety of art with respect to medium, subject and approach that is appropriate for a public space used by all ages.

Security: The gallery space is unsecured by day and fully locked when the building is unoccupied. Insurance on exhibited work will be the responsibility of the artist. Exhibiting artist will sign an agreement holding the city harmless.

Selection: After the application process has closed the selection committee will meet to review all applications. At the discretion of the committee, exhibitions may include the work of more than one artist per show. The recommendation of specialists may be solicited to supplement the expertise of the committee. The decision of the committee is final.

Insurance: All insurance for exhibited art will be the responsibility of the artist. The city will not accept responsibility for loss or damage.

Sales Policy: Artist will be allowed to offer works for sale. Artwork that is sold during the show must remain until the conclusion of the show. Payment will be made directly to the artist. The library does not take a commission on sales. If an artist has an exclusive sales contract with a gallery, it is the artist's responsibility to uphold the terms of the contract.

Artist's responsibility: The actual installation of artwork will be the responsibility of the artist. The artist will provide the library with a complete listing of titles and sales price of exhibited work. The artist will agree to leave work on exhibit until the conclusion of the show, and remove work according to scheduled uninstall dates.

Guidelines

- Demonstrate that you have a professional-quality body of work and that your show has a cohesive theme or story to tell.
- Selected artists must not have exhibited in a one-artist show in any **one** medium within the past two years at the West Linn Public Library.
- Selected work must not have been previously exhibited at the West Linn Public Library Gallery.
- All exhibited paintings and photographs must be framed, mounted, or use a wrap-around canvas technique.



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