
10. ART EXHIBIT POLICY

10.1 Purpose

The Wasatch County Library strives to host art exhibitions to:

- Support the community's cultural and artistic activities.
- [Highlight local art](#)
- Nourish educational, intellectual, aesthetic and creative growth with a wide range of art, collections, and displays.
- Encourage individuals who may be contributing to the increase of knowledge or extension of the arts.
- Reach non-traditional library patrons.

10.2 Call for Entries

Artists wishing to be considered for exhibition at the Wasatch County Library, shall submit a portfolio by physical or electronic application. Artists shall submit only one application per call for entries period. [Priority will be given to artists who have not exhibited at the library before.](#)

10.2.1 Submissions are accepted ~~twice~~ annually:

- ~~Spring: May 1 – 10 (For exhibits July – December).
Artists will be notified of acceptance or rejection by May 31.~~
- ~~Fall: October 1 – 10 (For exhibits January – June).
Artists will be notified of acceptance or rejection by October 31.~~
- [Period of applications opens on March 1 and closes on March 31st.](#)
- [Applicants will be contacted by April 30th.](#)

10.3 Display Spaces & Exhibit Guidelines

- Content should be suitable and appropriate for the general public.
- Artist is responsible for transporting and hanging their two-dimensional artwork.
- The areas available for two-dimensional pieces are the walls above the two computer station areas in the library.
- Two-dimensional pieces must be wired to be able to hang safely using the library's Walker Display hanging mechanism, which uses a rod system with hooks. Each rod can hold up to two pieces of medium-sized artwork. The total weight per rod cannot exceed 40 pounds, and the total weight hung on the wall cannot exceed 400 pounds.
- The use of nails or other systems for hanging artwork is not permitted.
- Name and contact information for works of art may be posted adjacent to the display. Artists are encouraged to include biographical information and a statement about their work.
- Pricing may be posted on the library display.
- Artists are responsible for picking up their own work within three business days of the end of the display period.
- If selected, artists must agree to terms outlined in the library's Art Exhibit Agreement.
- The Library's provision of exhibit space to non-Library related groups does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group.
- [The Library will take reasonable measures to safeguard exhibited items, but the Library is not liable for any damage to or theft of any item exhibited. All items placed in the Library are there at the owner's risk.](#)
- [The submitted portfolio is representative of the actual work exhibited.](#)
- [The library reserves the right to change the schedule to take advantage of unique opportunities as they arise.](#)

10.4 How to Submit a Portfolio for Consideration

The Wasatch County Library accepts portfolios by physical and electronic application.

10.4.1 Physical Submission Instructions

Artists are invited to deliver or mail their submission to the Wasatch County Library. If the portfolio is not selected for the artist's preferred dates, the entry may be considered for another available timeframe.

Physical submissions should include the following items:

- A completed Art Exhibit Application form.
- An artist's statement and résumé or biography.
- A portfolio of 10 – 20 images of artwork that can be exhibited as a unit. Images may be submitted as printed photographs or as digital images on a portable storage device. Images should be well-lighted with artwork photographed against a neutral background. Photographs must be submitted in a transparent plastic holder. Each photograph shall include the artist's name, medium, size, and direction of viewing. Digital images must be submitted as individual high-quality digital files. Images should also be listed on a separate sheet with the artist's name, title, medium, and size. The portable storage device must be compatible with a Windows-based computer.
- Artists wishing to have their portfolio returned after the selection process, shall include a self-addressed, stamped envelope.

10.4.2 Electronic Submission Instructions

Artists are invited to submit their portfolio for consideration through the Art Exhibit Application Form on the Wasatch County Library's website. Electronic applications should include the following elements:

- A completed online Art Exhibit Application form.
- An artist's statement and résumé or biography.
- A portfolio of 10 – 20 images of artwork that can be exhibited as a unit. Images may be submitted as digital online collections or a unique webpage. Images should be well-lighted with artwork photographed against a neutral background. Information about the dimensions of each work must be included in the image descriptions.

10.5 Criteria for Selection

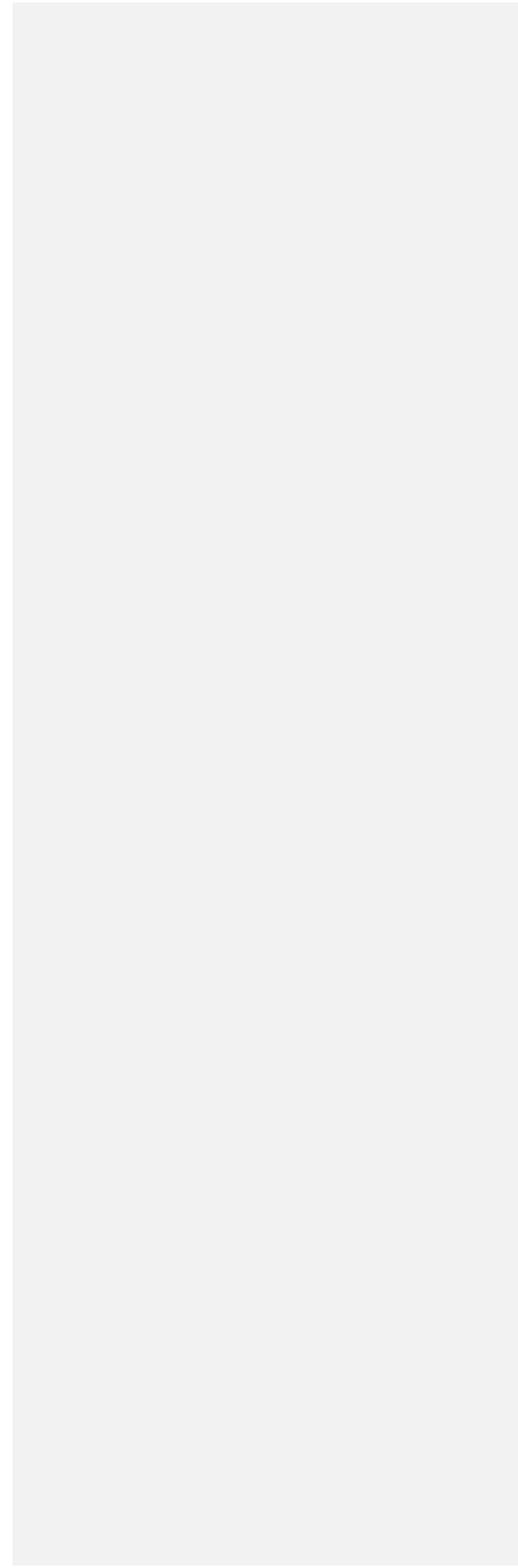
Portfolios are reviewed by an Art Advisory Committee composed of library staff, Library Board members, and/or community members according to the needs and interests of the community, the variety of shows scheduled, the artistic quality of the works, and the suitability of format for the Library's physical space. The Art Advisory Committee retains the right of refusal and is not obligated to accept every portfolio for display.

10.6 When a submission is accepted

- The library will complete the Art Exhibit Agreement and obtain signatures from the artist and a library representative. If the artist is a minor, the agreement must also be signed by a parent or legal guardian.
- The artist may produce postcard-sized exhibit announcements to be shared with the library for advertising and marketing purposes.
- The library may advertise the exhibit through appropriate promotional venues.
- All sales inquiries are referred to the artist or their representative. The library does not facilitate sales transactions.
- All artwork will remain on exhibit for the duration of the show.
- The library may choose to sponsor an opening reception, artist's workshop, or presentation during the run of the exhibit.

10.7 Art Exhibit Application Form

Name of Artist	
Address	
Email	
Phone	
Website	
Dates Available	
Description of Exhibits (e.g. subject matter, number of pieces, medium, etc.)	
Brief Artist's Statement	
Attach Art Portfolio, Website, or Collection of Digital Images	



10.8 Art Exhibit Agreement

Participating Organizations/Artists & Primary Contacts

The following parties have agreed to work together for the purpose(s) noted below.

LIBRARY	Wasatch County Library – Juan Tomás Lee, Director 435-654-1511 jlee@wasatch.utah.gov
ARTIST	NAME & CONTACT INFORMATION

Purpose(s) of the Agreement

The parties will work together to exhibit the organization's/artist's artwork at the Wasatch County Library, according to the Exhibit Details and the Resource Commitment & Artist Responsibilities.

Exhibit Details

This agreement covers the period:

Location of Exhibit	Wasatch County Library, 465 E 1200 S, Heber City, UT 84032, art exhibit area.
Title for the Art Exhibit	
General description of artwork	
Art Exhibit Period Start Date	
Art Exhibit Period End Date	
Total Number of Pieces in Exhibit	

Library Resource Commitment & Artist Responsibilities

HANGING THE ARTWORK

Artist is responsible for hanging the two-dimensional artwork. The areas available for two dimensional pieces are the walls above the two computer station areas in the library. Two-dimensional pieces must be wired to be able to hang safely using the library's Walker Display hanging mechanism, which uses a rod system with hooks. Each rod can hold up to two pieces of medium sized artwork. The total weight per rod cannot exceed 40 pounds and the total weight hung on the wall cannot exceed 400 pounds. The use of nails or other system for hanging artwork is not permitted. Please contact the library director as soon as possible to arrange a time to hang the artwork. Likewise, contact the library director in advance to arrange a time for taking down the exhibit.

LABELING AND SELLING THE ARTWORK

Artist is responsible for producing a label for each piece of artwork listing its title, medium, and date. The artist may print prices on artwork labels; however, sales of all artwork are the responsibility of the artist and the buyer. All sales inquiries are referred to the artist or their representative; the library does not facilitate sales transactions. All artwork shall remain on exhibit for the duration of the exhibit period.

ARTIST'S STATEMENT AND DIGITAL IMAGE

Artist shall provide the library with a resume/biography, artist's statement, a list of titles and prices, and high-resolution digital images for use in promotion of the exhibition. The library will submit a press release to local

media and include exhibit information in appropriate promotional venues, including the library’s website and social media.

PERSONAL INVITATIONS TO THE EXHIBIT’S OPENING RECEPTION

The library may sponsor an opening reception, artist's workshop, or presentation during the exhibit period. The library may provide light refreshments for a reception. The success of the opening reception is largely dependent on the personal invitations the artist makes. The library strongly encourages the artist to share information about the upcoming exhibit reception with co-workers, friends, neighbors and family members.

Termination of this Agreement

Both Artist and the Library retain the right to terminate the art exhibit by giving the other party at least 14 days’ notice of their decision to terminate this Art Exhibit Agreement. Artist acknowledges that the Library has no adequate storage for artwork. In the event Artist fails to retrieve the display as scheduled, the Library may place the items in storage at Artist’s risk and expense.

Liability for Theft, Damage, and Maintenance of Exhibit

- Artist understands and agrees that the Library and Wasatch County shall have no liability for the loss, theft or destruction of the artwork contained in the exhibit.
- Artist understands that none of the artwork in the exhibit will be covered by any fire or theft insurance procured by the Library or Wasatch County.
- Accordingly, Artist shall be responsible for appropriately insuring the artwork.
- Artist acknowledges that they have reviewed and inspected the exhibit area and they are willing to display the artwork in the exhibit area and assumes whatever risk of loss or damage there may be.
- Artist agrees that the Library shall not be responsible for the maintenance, cleaning, or repairs of the exhibit unless mutually agreed upon by the parties in a separate agreement written and executed by the parties.

Certification of Copyright

I warrant and represent that the artwork is original to me and does not infringe upon or violate the copyright of others.

Adoption of this Agreement

This agreement was adopted by the following designated representatives of the organizations/artists:

Wasatch County Library, Juan Tomás Lee, Director

Wasatch County Library, Juan Tomás Lee, Director	SIGNATURE	DATE
ARTIST NAME	SIGNATURE	DATE