

## 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.
- 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.
- Examples of art exhibitions at the Library include displaying framed photographs and paintings hung on library walls, and three-dimensional artifacts displayed on tables and the top of book shelves.

### 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.

### 10.3 Display Spaces & Exhibit Guidelines

- Content should be suitable and appropriate for the general public and must not contain hate speech, sexually-oriented words or images, or calls for violence or criminal acts.
- Artist is responsible for transporting, handling, and placing their artwork in the library for exhibition.
- The areas available for two dimensional pieces are the walls above the two computer station areas in the library, or as otherwise communicated by the Library Director.
- The areas available for three-dimensional pieces or free-standing artwork are the floor spaces in front of the service desk, behind the children librarian's desk, next to the stairs, and in front of the windows west of the fireplace, or as otherwise communicated by the Library Director.
- The Library retains the right to use all display spaces to support public library programs, activities, and events.
- 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.
- 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. 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.
- If selected, Artists must agree to terms outlined in the Library's Art Exhibit Agreement.
- The Library's provision of exhibit space does not constitute sponsorship or endorsement of the policies, views, or beliefs of the group, whether in whole or in part.
- 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 foyer between the Library and the Senior Center is considered a “shared space” and its use is subject to the approval of the Library and the Senior Center through their designated representatives and should not interfere with the free flow of users in the facilities.

#### **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 uploaded to a secured, county-designated space on the cloud (e.g. OnBase). 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 or package.

##### **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 and Library Board members. The review process considers 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 offered for display.

##### **10.5.1 Appeal**

- The Artist may appeal the Art Advisory Committee’s decision by submitting a request to the Chair of the Library Board via letter or email.
- The Library Board will review an appeal and invite the Artist to present her/his concerns at the next regular open and public meeting.
- The Library Board will vote to accept or decline the portfolio under appeal. The Library Board may accept a portfolio for a different display timeframe than the one for which the Artist submitted their portfolio. The Library Board may choose to delay a vote until the next regular Library Board meeting to consider the information presented by the Artist.

- The Chair of the Library Board will communicate the Board's decision to the Artist within 45 days of the Artist's appearance before the Board.
- The Library Board's decision shall be final.

**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 except as provided in the Termination subsection of section 10.8 of this policy.
- 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	NAME & CONTACT INFORMATION
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 Library 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, designated 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	
Are the art pieces insured by the Artist?	<input type="checkbox"/> Yes <input type="checkbox"/> No – Disclaimer: The Wasatch County Library does not provide insurance for the exhibit.

**Library Resource Commitment & Artist Responsibilities**

**HANGING & INSTALLING THE ARTWORK**

Artist is responsible for hanging the two-dimensional artwork and installing the three-dimensional pieces. The areas available for two-dimensional pieces are the walls above the two computer station areas in the library, or as otherwise communicated by the Library Director. 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. The areas available for three-dimensional pieces or free-standing artwork are the floor spaces in front of the service desk, behind the children librarian’s desk, next to the stairs, and in front of the windows west of the fireplace, or as otherwise communicated by the Library Director. Please contact the library director

as soon as possible to arrange a time to hang and install 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, at its sole discretion, 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, provided, however, that the Library may terminate at any time in the event of Artist's failure to comply with this agreement, negligence, fraud, misconduct or otherwise required by law or deemed necessary or required by the Library Director in order to fulfill Library's duties and obligations. 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 any 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 insurance procured by the Library or Wasatch County.
- Accordingly, Artist shall be responsible for appropriately insuring the artwork if the Artist so desires.
- 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 any and all risk of loss or damage there may be to the artwork.
- 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.
- Artist understands and agrees that Artist shall indemnify, defend and hold the Library and Wasatch County, and the Library's or County's employees and agents, harmless from and against all claims, liabilities, damages, penalties, costs, demands, and expenses (including attorneys' fees and legal costs) relating to any accidents, injuries, or damage of or to any person or property arising from the Artist's art exhibit except for those solely caused by the intentional and willful acts of the Library and its employees.

#### **Bailment**

Unless specifically agreed otherwise in writing, Wasatch County Library acts as a bailee of the Artist's artwork for the benefit of the Artist and does not have any title or ownership in that artwork. For the avoidance of doubt, the title to and all responsibilities to the artwork remain at all times with the Artist.

**Adoption of this Agreement**

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

LIBRARY REPRESENTATIVE	SIGNATURE	DATE
ARTIST NAME	SIGNATURE	DATE

---

*APPROVED and PASSED by the Wasatch County Library Board of Directors on 11/18/2022*