

# GUIDELINES FOR ARTISTS

## WOODRIDGE LIBRARY GALLERY

### General Information

There are thirty (30) display panels in the Lobby of the Library. These are attached to each other in three units of four (4) and one unit of three (3) panels. Each individual panel measures 46" x 80". The artist is allowed to group art works on panels in single or multiple pieces. A window display with shelves is also available for small objects.

Artists are selected by the Library Administrator (630-964-7899 or [smmarshall@woodridgelibrary.org/](mailto:smmarshall@woodridgelibrary.org/)).

### Guidelines

1. Artists are booked for one month.
2. Artists hang and take down their own shows within the month. While access to a loading area and a dolly are available, Library staff is not available to help move panels or help bring art work in or out of the building. Moving the panels may cause them to be less secure and increase the chance of falling, which can cause damage to art work as well as to patrons.
3. The Library supplies a hammer, picture hangers for the art works and Velcro tabs on which to hang labels for the pictures. Artists must supply the labels (business card stock quality is preferable) with the name of the piece and price, if for sale, or NFS if not. If possible, artists should try to provide information about themselves, their art work, and/or their philosophy as part of the display.
4. Works with securely attached **screw-in eye hooks and wires** are preferred.
5. Masks and other three dimensional work are acceptable if they can be securely hung on panels. Pastels must be covered with glass or plexiglass to prevent transfer of color to the panels or other works.
6. Artists may also sell matted work in expandable display racks provided by the Library. These should have removable labels on the back with Artist's Name, Phone Number, Name of Work, and Price. Circulation staff will take the money for these and place the label and money in an envelope for the artist.
7. For members of the public interested in buying a piece of work on the display panels or interested in discussing other art work with the artist, Circulation staff keeps a file of Interest Comments at the main desk. The Comment sheet includes the name and phone number or email of the person wishing to talk with the artist. These are given to the artist at the end of the month.
8. The Library does not take a commission for any art work that is sold, nor do we have the capability to take credit cards for payment.
9. A schedule of upcoming art displays is posted in the Library newsletter, which comes out four times a year, and on the library's website.
10. The Library is not responsible for damage to or loss of art work.