

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 first step in becoming a Featured Artist is to complete and submit an application - found online or at the Library. Questions can be directed to Administrative Assistant Deb Fowler at dfowler@woodridgelibrary.org, or Program Coordinator Patti Naisbitt at pnaisbitt@woodridgelibrary.org.

Guidelines

1. Art Exhibits must be in compliance with the Woodridge Public Library Art Exhibit Policy.
2. Artists are booked for one month.
3. 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.
4. The Library supplies pliers and a hanging system of art hangers and wide or narrow brackets - which require adjustments - for the art works, and the Library supplies Velcro tabs on which to hang labels for the pictures.
5. 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.
6. Works with securely attached screw-in eye hooks and wires are preferred.
7. 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.
8. If possible, artists should try to provide information about themselves, their art work, and/or their philosophy as part of the display.
9. If an artist wishes, they should provide contact information so patrons can contact the artist directly. Business cards, cardstock notes or a half sheet flyer: the artist may choose how to provide this contact information. Artists may post the contact information or provide multiple copies for patrons to take with them.
10. The Library does not get involved with the selling of art work.
11. A schedule of upcoming art displays is posted in the Library newsletter, which comes out four times a year. Featured artists are featured on the front page of the library's website during their exhibit.
12. Artists are asked to provide a JPG or other digital format image and a short bio or Artist Statement to the Library (information can be sent to Patti Naisbitt at pnaisbitt@woodridgelibrary.org) one month prior to their art exhibit.
13. The Library is not responsible for damage to or loss of art work.