

# GUIDELINES FOR ARTISTS

## WOODRIDGE LIBRARY GALLERY

### Application & Exhibit Guidelines

- Art Exhibits must comply with the Woodridge Public Library Art Exhibit Policy.
- Potential artists must submit a Featured Artist Application along with a representative sampling of the proposed exhibit (digital photos or printouts of photos). Sample must include a minimum of ten works. No original art should be submitted.
- Artists are booked for one month.
- The Library is not responsible for damage to or loss of art work.
- Library staff is not able to store, hang or bring art in or out of the building.
- Questions can be directed to Administrative Assistant Deb Fowler at [dfowler@woodridgelibrary.org](mailto:dfowler@woodridgelibrary.org) or Program Coordinator Patti Naisbitt at [pnaibitt@woodridgelibrary.org](mailto:pnaibitt@woodridgelibrary.org).

### Hanging Guidelines

- Artists hang and take down their own shows within the exhibit month. Artists must prepare their own artwork labels.
- **The works must be framed with screw-in eye hooks and wires for hanging.**
- Artists must have a **minimum of 23 and maximum of 30** framed/prepared pieces to hang within the 24 display panels in the Art Gallery, located in the Library lobby. Each individual panel measures 46" wide x 80" high.
- Three dimensional works are acceptable if they can be securely hung on panels. Pastels must be covered with glass or plexiglass to prevent transfer of color.
- Moving display panels is not permitted.
- Access to a loading area is available.
- Library supplies pliers and a hanging system of art hangers.
- Library supplies Velcro tabs on which to hang art piece title labels.
- Artists supply a label for each work in the show: business card stock quality preferred with the name of the piece, also note if for sale (price optional), or NFS.

### Marketing Guidelines

- Artists should provide a digital image of an artwork to be featured in the show and a short bio or Artist Statement one month prior to their art exhibit, send to Patti Naisbitt at [pnaibitt@woodridgelibrary.org](mailto:pnaibitt@woodridgelibrary.org).
- Artists may provide information about themselves and may post/provide their contact information, i.e. business cards, cardstock notes or flyers.
- Upcoming art displays may be featured in the Library newsletter/e-news/lobby. Artists are featured on the Library's website during their exhibit.
- The Library does not get involved with the selling of art work.

### Optional: Reception Information

Artists have the option of hosting a reception for their family, friends and supporters which will be open to the public and take place in the lobby, adjoining the Art Gallery space.

- Artists may request a 1- to 2-hour reception by contacting Deb Fowler ([dfowler@woodridgelibrary.org](mailto:dfowler@woodridgelibrary.org)).
- Library sets up one to two tables for drinks and snacks (optional), provided by artist, and a few chairs.
- By request, Library offers coffee (decaf or regular with creamer/sugar, cups and napkins) and/or pitcher of water and cold beverage cups. Library offers tablecloths and napkins (discuss color choice/availability with Deb Fowler).
- No alcohol is to be served. Please discuss with Library any of your plans for serving snacks/beverages.