

**Kingston Public Library
Art Committee**

GUIDELINES FOR EXHIBITORS

Purpose and Goals

Our goal is to give exposure to local artists and to represent the talents and ideas of local artists.

Scope and Content

Work presented in this exhibit space should meet most of the following criteria:

- ◆ represents topics of interest
- ◆ can be displayed with our current physical and technical capabilities
- ◆ contains no overt political or religious propaganda
- ◆ of interest to all ages
- ◆ reviewed by three or more members of the Library Art Committee

The Library Art Committee is a representative group of Kingston residents and employees who will exercise their best judgment in accepting or rejecting artwork for exhibits.

Rules and Procedures for Scheduling an Exhibit

- ◆ Artist fills out form with brief biography and statement about his/her work. These forms are available at the library and can be returned to the front desk when completed.
- ◆ Artist will be required to submit artist's statement and biography for the committee to view with portfolio. Assistance from the Art Committee is available on request.
- ◆ Artists will receive an appointment to deliver a portfolio or 3-4 representative pieces of artwork to the library for review by the Library Art Committee. (This involves leaving artwork for 1 day.) Committee will call artist to schedule exhibit.
- ◆ Artists may schedule an exhibit every 2 years.
- ◆ Work will be exhibited for 1 month in most cases.
- ◆ Work will be hung on the 1st day of the month (when Library is open).
- ◆ Work will come down on last day of the month (when Library is open).
- ◆ Artists will be responsible for hanging their own work.
- ◆ A committee member will be responsible for helping each artist with putting up, taking down and publicizing each exhibit (and reception, if requested).

- ◆ **Publicity** – the artist will complete a typed, or legibly printed, "Artist's Statement" form which can be accompanied by graphics, to be used as a guide for the Art Committee to write the press release.
- ◆ The Library will also display this "Artist's Statement" with the exhibit.
- ◆ The Library will send PR to local papers, radio and cable TV.
- ◆ The artist is encouraged to disseminate additional publicity.
- ◆ The artist is asked to keep the Library informed of anticipated attendance at exhibit related functions. Our goal is to serve and support the artist.

- ◆ **Sales** – Artists may provide information for viewers of exhibit who are interested in contacting them about purchasing artwork. **Prices should not appear in exhibit.**

- ◆ **Reception** – Artists who wish to may schedule a reception during library hours while their work is on display. The artist will be responsible for refreshments and setup but can expect assistance from an Art Committee member.