

# THE GALLERY

Glen Rock Public Library  
Process for: Gallery & Display Cases

Policies and Guidelines of  
Art Selection

Mission Statement

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## Policy Statement

The Gallery is a designated space within the Glen Rock Public Library for the purpose of displaying fine works of art. It carries with it an opportunity to enhance the Library itself and at the same time to enhance patrons' cultural experiences. It also serves as an opportunity for artists to exhibit and gain recognition for their work. The establishment of The Gallery further defines the important place the Library holds to all citizens of the community as a place of many facets; books, art, programs; study and research.

The Gallery Art Committee is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making it available to the public. This is done in concert with the Friends of the Glen Rock Public Library, and the Glen Rock Arts Council.

The Glen Rock Public Library Board of Trustees may approve appeals for exceptions to the policies stated in this document.

## Mission Statement

The Gallery at the Glen Rock Library will serve the community by giving local artists a venue to display their work, giving patrons the opportunity to enjoy many different works of art, and to enhance culture and the arts in Glen Rock.

## Art

### Selection Process and Logistics:

Applications and art are accepted throughout the year at the library address given on the cover sheet. Artist should include at least 4 samples of work in the form of slides, color photocopies or prints- - no original art. Please include an Artist's Statement, or biography, or resume. Slides should be labeled "top" if abstract, and rough dimensions of work should be included. Art will be juried by the Exhibit Committee. Art will be returned only if a self-addressed and stamped envelope is enclosed.

- **EXHIBITS:** All artists exhibiting in The Gallery will be juried. Final selections will be made by the Exhibition Committee.
- **FEES:** There is no charge for displaying in The Gallery.

- Art shows will be **one month long** and may feature 1-2 artists or more when the shows follow a special theme.
- Art may be **offered for sale**, with prices determined by the artist. The Friends of the Library will receive 20% of the sale price of any artwork sold.
  - Anyone wishing to purchase a piece of art may do so by contacting the Gallery Exhibition Committee. All Payments for the art are to be made out to the order of the **Friends of the Glen Rock Public Library**. The Gallery will retain 20% of the sale price on sold art during the exhibit. Payment for the sold artwork will be mailed to the artist in one installment approximately 4 weeks after the exhibition. All art sold will be given to the patron at the end of the exhibit. Only the Gallery Committee may remove any sold art from the walls.
- Upon acceptance to a scheduled exhibit, **two copies of a contract will be sent to the artist, one to be signed and returned (within 3 months prior to your exhibit)** and one is retained by the artist.
- The Gallery space includes The Quiet Room – just inside the back entrance; the Rotunda just off the Main Entrance on Rock Road; the area above the copiers; and the 3 glass display cases. See enclosed floor plan for locations and dimensions.
- **INDEMNIFICATION:** The Library does not assume liability for the damage to art, which occurs as a result of the actions participants in exhibitions held at the Library. Each artist exhibiting must sign an Exhibition Agreement prior to the start of the show in which the artist will participate.
- **HOURS:** The hours in which The Gallery will be open to the public, will coincide with the regular Library hours.
- The Glen Rock library has a **security system** for the building when closed, but the library will not be liable for any theft or damage to the art work.
- Artists may provide business cards, postcards or small portfolios for display during his/her exhibit.
- The Gallery Committee will not be responsible for maintaining the exhibit during the month.

- The library will provide a small table where a guest book can be signed by visitors.
- **ADVERTISING:** Artists exhibiting in The Gallery will comply with the Public Relations Procedures stated in the Exhibition Agreement
- **The Gallery Committee will place announcements, calendar insertions and full press releases** in the local and regional newspapers and magazines prior to the start of a new exhibition.
- **Paintings or photographs must be framed and have a wire, ready for hanging.** A Gallery Committee representative will meet artist at the library at designated time to help hang and label art.
- **The Exhibit Committee will provide a labeling system. Therefore, artist must provide Exhibit committee ONE MONTH prior to exhibit a typed list of the art, w/ title, and pricing, if piece is for sale. Indicate "NFS" if piece is Not For Sale. Email the typed list to Georgene Betterbed: [camel178@verizon.net](mailto:camel178@verizon.net).**
- **3 months prior to your exhibit, email to Georgene Betterbed your biography (at her email address or directly to her at the library address)** which she will use as a basis for press releases.
- **3 display cases** are also available in The Gallery for 3-dimensional art. All collections/artists exhibiting in the glass cases will be juried. Applications must be submitted. Final selections will be made by the Exhibition Committee.
- If you would like to have a **reception**, see the separate policy on receptions (attached).
- **FUNDRAISING:** Fundraising in The Gallery is limited to the Friends of the Glen Rock Public Library. No Groups and/or artists shall use The Gallery for entrepreneurial or monetary gains.

For additional questions, please contact: Marcia Rieff at [mir2155@optonline.net](mailto:mir2155@optonline.net), or Pat Leible at [pkleible@optonline.net](mailto:pkleible@optonline.net). If you do not have an email, you can call The Glen Rock Arts Line and leave a message 201-670-3968

# THE

Receptions in the Gallery

# GALLERY

Glen Rock Public Library

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## Reception Guidelines

- Receptions are to be held during regular Library hours.
- The Gallery Committee {e-mail Georgene Betterbed: [camel178@verizon.net](mailto:camel178@verizon.net)} must receive a 'letter of intent' from the artist planning the Reception listing:
  - 3 dates/times from which to approve reception
  - Scope of reception
  - Food to be served
- The artist will then be notified of the date/time at which the reception can be held.
- No alcoholic beverages can be served.
- Food must be contained to the two tables in the Rotunda. The table must be covered.
- The kitchen facilities downstairs and the service area in the Staff Workroom upstairs are not available for use by the artists hosting the reception.
- The artist can advertise the reception to the public via poster. You must approve poster copy by emailing it to Georgene Betterbed: [camel178@optonline.net](mailto:camel178@optonline.net)
- All trash from the reception must be removed by the artist.
- The Library Staff on duty can only be involved only with Library operations and cannot assist with the actual event.

THE

# GALLERY

Rock Public Library

Glen

Application for Exhibition Space

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Description/Type of Exhibit/ Medium: (Watercolor, Oil, Sculpture, Photography, etc.)  
\_\_\_\_\_

Please give dates of any previous exhibits at "The Gallery" in the Glen Rock Public Library.  
\_\_\_\_\_

**Items to include with this application:**

1. Four to Five samples of work (Color copies, slides, etc; **NOT ORIGINALS PLEASE**). Artwork will only be returned if you enclose a self addressed envelope.
2. Resume, Biography, one Business Card (if possible)
3. Artist Statement

**Please complete this form and return with items in checklist above to:**

The Gallery – Glen Rock Public Library  
315 Rock Road  
Glen Rock, New Jersey 07452

315 Rock Road Glen Rock, New Jersey 07452  
670-3968 F:201-445-0872

P: 201-