

THE GALLERY

Art Selection Process and Logistics:

Applications and art are accepted throughout the year at the Library [315 Rock Road, Glen Rock, NJ 07452]. 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. Samples 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.
- 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, each artist must provide the 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.**
- **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.
- If you would like to have a **reception**, see the separate policy on receptions.
- **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, or Pat Leible at pkleible@optonline.net. If you do not have an email, you can call The Glen Rock Arts Line and leave a message 201-670-1035

FLOOR PLAN