



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.
- 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 Committee. Payment for the art is to be made out to the order of the artist. The Gallery will receive a donation of 20% of the sale price of art sold during the exhibit from the artist. Art sold will be given to the patron at the end of the exhibit.
- 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; and the area above the copiers. 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 (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: Georgene Betterbed at camel178@verizon.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