

Library Art Display – Procedures

These procedures outline how the Library manages the review, scheduling, installation, and removal of art exhibits in the Library.

1. Application Process

- Artists must submit a completed Library Artist Application Form to be considered.
- Applications will be solicited quarterly [this allows us to host ‘themed’ displays vs. allowing artists to submit on a rolling basis and be reviewed as they are received]
- Selected artists must sign the **Art Display Agreement**.

2. Review and Selection

- All submissions will be reviewed by the library, applying the **Library Art Display Selection Criteria**.
 - Artists will be notified of the decision within **three weeks** of the end of the submission period.
 - The Library may request to view the artwork in person prior to approval.
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3. Scheduling

- Exhibit periods are generally **three months** in length.
 - Exhibits will be scheduled in advance and confirmed in writing with the Artist.
 - The Library will make every effort to rotate exhibits to provide opportunities for a variety of artists and styles.
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4. Installation and Removal

- Artists are responsible for transporting artwork to and from the Library.
 - Works must be delivered ready to hang or display. The Library will not provide framing or mounting hardware.
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5. Care of Artwork

- The Artist is responsible for insuring their work if they so choose.
 - The Library is not responsible for damage, loss, or theft.
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6. Sales and Promotion

- The Library will display the Artist's contact information for interested buyers.
 - Sales will be handled by the Friends of Seminole Library.
 - The Library requires a 25% commission from sales resulting from the display, to support Library programs.
 - The Library may photograph and promote the exhibit for publicity, with credit to the Artist.
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7. Content and Conduct

- Works must comply with the **Library Art Display Selection Criteria**.
- The Library reserves the right to remove any piece at any time if it is found to be offensive, unsafe, damaged, or in violation of policy.