

# WEBER COUNTY LIBRARY SYSTEM

## *Administrative Procedure*

### PUBLIC LIBRARY GALLERY EXHIBITIONS

#### Mission

The Library will provide exhibit space for hanging high quality paintings, drawings, photographs, textiles, and three-dimensional works suitable for viewing by the general public. Artists will be expected to self-select exhibit pieces to comply with all applicable State and Federal laws, keeping in mind the gallery spaces are high-volume traffic areas for Library users of all ages.

#### Gallery Exhibit Space

Lorna Wattis Swanson Gallery, Ogden Valley Branch, 131 S 7400 E, Huntsville, UT

Hanging Exhibit: 64.5 linear feet, 11' 4" floor to ceiling, art rail for hooks at 7' 3", gallery lighting, white walls\background

Locked Display with Interior Lighting: Three (2' 5" wide x 1' 4" deep x 4' 10" high) sections, each section accommodating 2-3 adjustable glass shelves (7 shelves total)

Elaine R. Stephens Gallery, Pleasant Valley Branch, 5568 Adams Ave., Washington Terrace, UT

Hanging Exhibit: 77.5 linear feet, 12' 11" floor to ceiling, art rail for hooks at 9' 11", gallery and natural lighting, white walls\background

Locked Display with Interior Lighting: 5 sections each containing 3, 2' 4-1/2" wide x 1' 0" deep, non-adjustable glass shelves

Gallery, Southwest Branch, 2039 W. 4000 S., Roy., UT

Hanging Exhibit: 163 linear feet, 14' floor to ceiling, art rail for hooks at 9' 11", gallery and natural lighting, white walls\background

Locked Display with Interior Lighting: 10 sections each containing 3, 2' 4-1/2" wide x 1' 0" deep, non-adjustable glass shelves

#### How to Request an Exhibit

Contact the Gallery Manager, Lorna Wattis Swanson Gallery, 801-337-2660, complete and submit an "Exhibit Application."

Contact the Gallery Manager, Elaine R. Stephens Gallery, 801-337-2690, complete and submit an "Exhibit Application."

Contact the Gallery Manager, Southwest Branch Gallery, 801-337-2670, complete and submit an "Exhibit Application."

If your Exhibit Request is Approved, What the Library Will Do for the Artist

At least three weeks before the exhibit is installed:

Provide an Artist's Display Agreement and Inventory form to be completed and signed before the exhibit is installed.

At least one week before the exhibit is installed:

Produce a digital announcement to run on a gallery LCD panel during the exhibit.

Send a news release, including digital images if artist desires, to the local newspaper.

Produce a maximum of 200 postcards announcing the exhibit will be provided to the artist, stamps not included.

<ol style="list-style-type: none"><li>1. Artist's Name</li><li>2. Date and Title of Show</li><li>3. Date and Time of Reception</li><li>4. Media/Type of Work in Show</li><li>5. Gallery Name &amp; Location Lorna Wattis Swanson OR Elaine R. Stephens</li><li>6. Gallery Hours: Mon. – Thurs., 10 a.m. - 9 p.m. Fri. &amp; Sat., 10 a.m. – 6 p.m. Sunday (Sept. – May) 1-5 p.m.</li><li>7. Title of Show Will Also Be Printed on Reverse Side of Card.</li></ol>	<div style="border: 1px solid black; padding: 5px; text-align: center;"><p><i>Postage</i></p><p><i>Stamp</i></p></div>
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**Note:** An exhibit image of the artist's choice will be reproduced on the reverse side of the card using a Library-owned color laser jet printer. If the color capability of this printer is not satisfactory to the artist, the exhibitor will be responsible for production of any postcards/exhibit announcements, including cost.

Other Library Obligations:

Provide all gallery hanging supplies and two people to install the exhibit to Library Gallery specifications, under the artist's very general supervision.

Produce and install a label for each work exhibited.

**Title of work (Bold, size 20 font)**

Medium (size 14 font)  
Artist's Name (size 14 font)  
Price (size 14 font)

Host a reception, if the artist so desires.

Provide an exhibit stand for a guest book and business cards, if the artist so desires.  
Provide 24-hour video surveillance, and fire and after-hours intrusion protection for the Exhibit.

Accept checks, to be made out to the Library, for art sold during the exhibit. Pay the artist at the close of the exhibit for all works sold during the show, minus 25% gallery fee.

Provide insurance to cover loss of art due to fire, theft, or vandalism exceeding \$500.

#### If your Exhibit Request is Approved, What the Artist will do for the Gallery

At least three weeks prior to the exhibit (send requested items to [galleryexhibits@weberpl.org](mailto:galleryexhibits@weberpl.org)):

Provide a minimum of 20 photographs in high-quality JPG format for use in producing a digital announcement for screening on a gallery LCD panel during the exhibit. If the artist wishes to select background music for this digital announcement, an audio file in MP3 or WMA format must also be provided at the same time. If the artist does not provide an audio file, background music will be selected by the Library.

Provide an artist's statement (style, inspiration, influences, development, goals, etc.) to the Library.

Provide digitally, the details needed to produce all exhibit labels.

On the day the exhibit is to be hung:

Review and sign the Artist's Display Agreement, and complete the Inventory of Exhibit Objects (these documents will be notarized by a Library employee on the day the exhibit is delivered).

Deliver the exhibit to the Gallery.

All work must be framed or canvas wrapped on the frame, wired and ready for hanging. Items that are just matted or unframed are not acceptable.

Provide a guest book and business cards, if so desired.

Other Exhibitor Obligations:

Be present for a reception, if hosted by the Library.

Cover cost of repair of frames or other incidentals costing up to \$500.

Pick the exhibit up from the Gallery on the day it closes.