

BELGRADE COMMUNITY LIBRARY

**106 N BROADWAY
BELGRADE, MT 59714
406-388-4346**

www.belgradelibrary.org

ART SELECTION POLICY

The Belgrade Community Library Board of Trustees is committed to promoting the visual and aesthetic enhancement of the Belgrade community through the selection of rotating exhibits of public art in the Library.

The Belgrade Community Library Art Committee (Art Committee) will be responsible for developing and implementing the review and selection process of all artwork within designated areas in the Library.

The Art Committee shall be appointed by the Library Board. The Art Committee shall consist of a minimum of three but not more than five members. Representation shall be from the following constituencies: Library Board of Trustees, Library staff, one community member, one local artist. The Library Director will serve as ex-officio member.

CRITERIA FOR SELECTION AND DISPLAY

Upon request, artists will submit representative examples of the artwork to be considered for display. A website is an acceptable, and preferred, representation.

The Art Committee will review the representative examples via email and schedule exhibits. The committee will respond to all artists who have submitted work within 60 days of their submissions.

The Art Committee has the final authority for approving exhibits and reserves the right to deny any individual or group from displaying artwork. Art exhibits will be considered for display in terms of the criteria listed below, in no particular order. Exhibits are not required to meet all criteria.

- Consistent with the Belgrade Community Library Mission Statement
- Artistic merit and innovation
- Appropriateness of the artwork to the project/site in terms of scale, form, content, and materials
- Safety of the artwork (shall not harm the building or affect access or safety)
- Durability of artwork relative to theft, vandalism, and the environment
- Shall be appropriate for viewing by children
- Historical or regional relevance
- Relation to other events or exhibits in the community
- Ease of installation
- Educational value

The following conditions must be met for the display of artwork:

Z:\Policies\Policy PDFs\Art Selection Policy 2017.docx

Trustee Approved: April 2017

Staff Reviewed: February 2017

- The artist must sign an *Exhibit Release*.
- The artist is responsible for installing the exhibit, as well as transporting the artwork to and from the library.
- All artwork must be ready to install in a manner appropriate to the medium.
- The artist is responsible for providing an artist statement for the exhibit and individual labels for each artwork.
- When displayed, all items must be labeled with the artist's name, title of work, medium, and retail value.
 - Library staff will follow applicable procedure for sale of artwork when necessary.
- The exhibit will be available for viewing during the regular operating hours of the Library only.

Appendices: Exhibit Space Policy
Exhibit Space Display Information
Confirmation / Contract for Display
Exhibit for Release

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APPENDIX A: EXHIBIT SPACE POLICY

The Library provides exhibition space, to be determined by library staff, for individuals and non-profit groups in order for them to promote their art, activities, history, cultural heritage and/or current projects. The space may not be used in ways that demean groups or individuals.

The first floor of the library and the upstairs community room is generally reserved for exhibitions of an artistic nature, or those sponsored or co-sponsored by the Belgrade Community Library. The children's library is reserved for displays that are targeted towards children and are subject to the Youth Services Librarian approval. The library reserves the right to place limits on location, duration and size of exhibits. Exhibitions do not imply endorsement by the library.

The Library will take reasonable care to ensure the safety and security of items displayed; however, the Library does not assume responsibility in the event of loss, theft, or damage. Exhibitors are encouraged to insure items of value and will be required to sign an Exhibit Release form that releases the Library from responsibility for loss, damage or destruction (see Appendix A). All displays and exhibits will be organized in a manner consistent with the *Library Bill of Rights and Interpretations*, specifically Article 2, which states that "Libraries should provide materials and information presenting all points of view on current and historical issues." No Library space is available for unsolicited exhibits, displays, petitions, or sale of items.

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APPENDIX B: EXHIBIT SPACE DISPLAY INFORMATION

FACILITY

Display areas are accessible only when the library is open and in view of staff. There is strong natural lighting for all display surfaces but not direct sunlight.

In order for you to determine how many and which pieces to display, a detailed description of the hanging areas in the main section of the library follows. We have a limited number of picture hangers and chains for you to use. If you have especially heavy pieces, you may want to provide your own heavy-duty hangers. Only the upper half of the walls is open for display. This is not an exhaustive list and the Library encourages you to visit the space in person before the time you are scheduled to put your artwork up.

- One hanging area, approximately 46 inches wide, is behind a bank of computers, next to a large television.
- Behind the check-out desk and above the copy machine there are three 48 inch sections, in which standard picture hangers can be attached to the wall.
- Adjacent to the staff workroom there are two more areas:
- One 37 inches wide and the other 63 inches wide. This is a rose-colored “carpet” wall from which pieces are hung with standard picture hangers.
- Above the drinking fountain and near the entrances to the restrooms there is a 70 inch space. Across from the circulation desk and next to the computers there are several spaces between windows that have an average of 20 inches of width available for art.
- At the beginning of the adult non-fiction section there is a 48 inch space available for art.

The upstairs community room has extensive wall space. One wall is taken up by children’s posters and a television. Otherwise, the space is available for artist displays.

HANGING AND TAKING-DOWN

Art will be hung as close to the first of the month as possible. The times/days noted in your confirmation letter or email were chosen because a staff member can be available to assist you, but they are negotiable. Check the letter carefully to see if the times listed work for you. If they do not, please contact the Library well in advance to reschedule. We also attempt to find a time that is, at least partially, during hours when patrons are not present.

- Library hours: Monday – Thursday: 11:00 a.m. – 7:00 p.m.
Friday – Saturday: 11:00 a.m. – 5:00 p.m.

ARTIST RECEPTION

The Library would be pleased to host an artist reception in the first half of the display timeframe, during normal library hours. Advertising would be the responsibility of the artist. The Library will post notices in the newsletter and around the Library during the week before the event. The Library will provide water and coffee. Other food and beverage, if desired, would be provided by the artist. No alcohol is allowed in the Library. Please let the Library know at the time of signing the agreement if a reception will be requested.

ARTIST'S STATEMENT

Space will be provided for display of an artist's statement, biographical information, titles and price lists, etc. should you desire to use it.

CONTACT

If you have questions or concerns please contact the Library at (406)388-4346.

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APPENDIX C: CONFIRMATION/CONTRACT FOR DISPLAY

The Belgrade Community Library is pleased to invite you to display your work in the Library
_____ through _____.

The Library Board, staff, and Art Selection Committee are glad to be able to provide this opportunity for sharing your art with our patrons. The Library receives many comments on how much patrons enjoy viewing work by local artists. Thank you for becoming a part of the tradition in our library of valuing community artists and their works.

Enclosed is information about our display space, our exhibit space policy, and a release form. Please bring the release form with you when you come to set up. Please read these documents carefully and call if you have questions or special needs. If you decide to look at the display area before your show, please introduce yourself. We will be glad to visit with you and answer questions.

Date _____

Signature _____

Phone Number _____

Email Address _____

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APPENDIX D: EXHIBIT RELEASE

IN CONSIDERATION of being permitted to display my artwork in the Belgrade Community Library, the undersigned hereby assumes liability and agrees not to hold the Belgrade Community Library or the City of Belgrade, its officers, agents, or employees responsible for any loss, damage, destruction, or other claim arising out of, resulting from, or occurring in connection with said display. Further, I agree to indemnify and save harmless the Belgrade Community Library and the City of Belgrade, its officers, agents, and employees from and against all losses, damages, penalties, claims, actions, suits, costs, expenses and disbursements, including legal expenses of whatsoever kind or nature arising out of, resulting from, or occurring in connection with this display.

Date _____

Signature _____

WITNESS: _____

(BCL Staff Member)