

THE PASO ROBLES CITY LIBRARY

POLICY & GUIDELINES FOR SELECTION OF ART DISPLAYS

POLICY:

The Paso Robles City Library (the “Library”) seeks to encourage the artistic and cultural interests of the community by providing wall and cabinet space in the Library for local artists to display visual art and other work. The Library Board of Trustees (the “Board”) is responsible for selecting work and scheduling art displays in the space provided.

GUIDELINES:

I. Proposals for Art Displays

A. The Board will invite proposals for art displays each summer. The Board will publicize submission date(s) for proposals. The Board may meet once a year, as determined by the Board President, to select and schedule art displays for the following year.

B. Proposals for displays should include:

- A completed application, the exact contents of which will be designated by the Board;
- A statement from the artist, the exact contents of which will be designated by the Board;
- Relevant background information on the artist;
- Photographs or other representation of the work to be displayed; and
- Any additional items or information requested by the Board.

II. Selection of Art Displays

A. The following criteria may be used by the Board when selecting and scheduling art work to be displayed in the Library:

- Artistic features of the art work to be included in the proposed display;
- Size and number of works appropriate to the display space;
- Desire to display a variety of artistic styles and media in the Library during the year;
- Community, historical or regional interest of the proposed art display;
- Educational significance of the proposed art display; and
- Ability of the proposed art display to highlight or stimulate the use of Library resources.

In addition, the Board may invite an art professional to assist with selection and scheduling decisions.

III. Installation of Art Displays

A. Once the Board has selected proposals and established a schedule for art displays, a **library representative** will:

- Arrange and confirm display dates with the artist;
- Provide staff to hang and/or arrange work; and
- Instruct interested parties to contact the artist directly regarding purchase of the artist's work.

B. Once the Board has selected proposals and established a schedule for art displays, the **artist or his or her representative** will:

- Submit photographs or other visual representation of all works to be included in the final art display. This must be done in time for the Board of Trustees to review all work for final approval at its monthly meeting prior to the scheduled display date. The Board may use the criteria set forth in Section II, above, when considering the final approval of art work to be displayed;
- Arrange delivery and pick up of the work to be displayed at a scheduled time;
- Provide title cards for hanging works and/or printed information to be included in the display;
- Provide a brief artist statement, biography, flyers or other material if desired;
- Provide a price list and contact information if the work is for sale; and
- Schedule an opening reception, if desired, at the artist's expense. If the reception is not open to the public, regular fees will be charged for room rental. If the reception is open to the public, regular fees for room rental will be waived.
- Uphold all library user guidelines for the duration of the display.

C. Prior to the display of any work by any selected artist, the artist will acknowledge, in writing, that he or she understands the authority of the Board to postpone, reschedule or curtail any art display, as set out in these Guidelines. In addition, the artist will acknowledge in writing that the Library reserves the right to immediately remove any work displayed by the artist that has not been expressly approved by the Board prior to display in the Library.

D. The Library will not receive a commission on the sale of any work displayed in the Library. Donations to the Paso Robles Library Foundation are appreciated.

IV. Authority of the Board Regarding the Display of Art Work in the Library

A. The Board reserves the right to make exceptions to these Guidelines in order to take advantage of unanticipated opportunities for display or if the space reserved in the Library for local artists is otherwise needed for Library purposes.

B. The Board reserves the right to postpone, reschedule or curtail an exhibit at any time.

For more information about the program or to be put on the mailing list for the next selection cycle, contact Don Rader, 237-3870 or drader@prcity.com