

The following is excerpted from the Paso Robles City Library Policy and Guidelines for Selection of Art Displays, adopted April 12, 2004. The Guidelines are available online or at the Library; please review them in their entirety.

The Library Board of Trustees is responsible for selecting work and scheduling art displays.

Proposals for Displays

Proposals 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.

Selection of Art Displays

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.

Installation of Art Displays

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.
- **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 in time for the Board to review all work for final approval at its monthly meeting prior to the scheduled display date; arrange delivery and pick up of work; provide title cards and a brief artist statement, biography, flyers, etc.
- **Prior to the display of any work** the artist will acknowledge in writing that he/she understands the authority of the Board to postpone, reschedule or curtail any art display. In addition, the artist will acknowledge in writing that the Library reserves the right to immediately remove any work displayed that has not been expressly approved by the Board.
- **The Library will not** receive a commission on the sale of any work displayed in the Library. Donations to the Library Foundation are appreciated.
- **The Board reserves the right** to make exceptions to the Guidelines in order to take advantage of unanticipated opportunities for display or if the space is otherwise needed for Library purposes.

PASO ROBLES CITY LIBRARY

Proposal for Display



The Paso Robles City Library seeks to encourage the artistic and cultural interests of the community by providing space in the Library to display visual and other work. The Library Board of Trustees is responsible for selecting and scheduling displays. Typically, the Board will review in the fall and schedule displays for the following year. The duration of the displays is usually one month.

TO BE CONSIDERED FOR DISPLAY:

- *Review the Guidelines for Selection of Art Displays (available at the Library or www.prcity.com/library)*
- *Complete this proposal*
- *Attach sample photographs or other representations of the work to be displayed*
- *Submit to Paso Robles City Library, Attention: City Librarian, 1000 Spring Street, Paso Robles, CA 93446*

Questions? Call Don Rader at the Library—237-3870

NAME OF INDIVIDUAL(S) OR GROUP(S)
WHOSE WORK WILL BE ON DISPLAY:

PLEASE DESCRIBE THE DISPLAY
(use additional pages if needed):

CIRCLE THE MONTHS YOUR
DISPLAY IS AVAILABLE

2011:

Contact Name _____

Address _____

Telephone _____

Email _____

Website _____

JAN MAY SEPT

FEB JUNE OCT

MAR JULY NOV

APR AUG DEC

REQUESTING:

Library wall display _____

There is approximately 40' x 4' of wall space, separated by a doorway. Depending on the size of the pieces, 10-15 paintings can be displayed.

Library cabinet display _____

The display case has four, adjustable glass shelves, and is approximately 48" wide x 55" tall x 15" deep.

Other (specify:

**ARTIST OR PRESENTER STATEMENT
AND/OR RELEVANT BACKGROUND
INFORMATION**

(use additional pages if needed):

I have read and agree to the conditions of the Paso Robles City Library Policy & Guidelines for Selection of Art Displays. I understand the authority of the Library to postpone, reschedule, or curtail any art display, as set out in the Guidelines. I acknowledge that the Library reserves the right to immediately remove any work that has not been expressly approved by the Board prior to the display in the Library.

Signature _____

Date _____