

Art Display Guidelines for Rusk County Community Library

The library gallery is located in the entry of the library. The space best accommodates 2D art. Shows should compliment the mission and service philosophy of the library.

We accept shows from individual artists and groups of artists. The requirements are somewhat different.

Both groups and individuals are asked to submit a show proposal, including information about the nature or theme of the show, the medium, and information about the group or (for an individual) a resume. We require photos of potential work to assure that the material would be suitable for the Library Gallery. All exhibits are at the discretion of the Library Gallery Committee.

- We remind potential artists Gallery is a thoroughfare used by families and children to get to the library proper and this should be considered when choosing works to exhibit
- Regarding the library's insurance and art installed in the library:
 1. If the artist has insurance, then artist's insurance provides the coverage and the library's policy excludes coverage
 2. If the artist does not have insurance, then there is limited coverage (up to \$10,000)
 3. The library's insurance cannot cover art that is valued at \$50,000 or above.
- The library and RAAA assume no liability in case of damage or theft
- We ask that each artist or group sign a contract about three weeks before installing the show. This contract includes information we can use for press releases.
- **The Rusk Area Arts Alliance would be happy to provide the set up, beverages, napkins, and cups/glasses for a reception for the artist if the artist would like a reception. The artist is asked to provide 2-3 dozen bars or cookies for the reception.**

Guidelines for Art Submissions

Please carefully follow these rules when you bring art to the gallery for any of the shows.

1. Art must stay at the library within the time frame given for the exhibit.
2. Two dimensional art to be hung on the wall must be framed with sturdy framing. A wire between the vertical elements of the frame must be installed to safely hang the art in the gallery. Hanging devices that do not conform to this standard will not work with our hanging system. Volunteers who put up the art in the gallery cannot take responsibility for inserting eye screws and wire into artwork. Please do not use the single toothed hanging device.
3. The space needed for 3 dimensional art is limited. Be sure to arrange with the committee ahead of time to assure there is space available for the items you wish to display on the pedestals, cases, and shelves,
4. Signing in and out of your work must occur within the given time frames.
5. When signing in your work, you must provide a title (please not more than 3-5 words), the medium you have created the piece in, your name as you wish to have it appear, and your telephone number. Please print to avoid mistakes when the cards for the wall are created.
6. No prices on your work. For potential customers to contact you, you may provide business cards to place in the folder on the reception table. Please provide only business card sized cards.
7. If you have any questions, please contact any of the Library gallery committee members, Nancy Wheeler, Janelle Thompson, Hollis Helmecci, or Eileen Ziesler.