

## OSSINING PUBLIC LIBRARY

### ART EXHIBIT POLICY

The Gallery on the lower level of the Ossining Public Library is available for exhibits by individuals and groups. The library does not rent the gallery space, and all exhibits are free and open to the public during regular library hours. During the year we try to fulfill our mission by exhibiting works that reflect the multi-cultural nature of our community.

- The Art Gallery Coordinator in conjunction with the Assistant Director or the Director chooses an artist/exhibitor/s based on portfolio provided by the artist, a meeting with the artist and the artist's resume.
- The duration of an exhibit will be determined at the meeting with the artist.
- Preference will be given to local artists who live within the Ossining Public Library District.
- Specific months out of the year are traditionally set aside for the following art shows: February Black History Month and May Ossining School District Annual Art Show.
- The library requires 20% of payment received for any sale of artwork to be donated to the library.
- Any piece sold must remain in the exhibit until the exhibit is over. A solid dot/sticker must be placed on the frame of a sold piece.
- The library provides some publicity about each exhibit in the library newsletter, on the library website and on other local websites. Postcards are placed around the library. Finally, press releases are sent to local publications. The exhibitor may provide additional promotional material, such as artist produced postcards, which meets library approval. Any additional promoting of the art show is up to the artist(s) or organization.
- Artists are responsible for providing insurance on their work.
- The glass display case may be used for crafts, collectibles, small sculptures, jewelry and other displays upon request.
- The library does not censor artwork put on display in the gallery. *However, artists should be mindful that the gallery is a public area through which children and adults from our community regularly walk.*
- The library encourages all artists to have an opening reception open to the public. If the artist wishes to have an opening reception, he/she must comply with the policy concerning the "Use of Meeting Room Spaces." Alcohol may be served in accordance with the following provisions:
  - The Library Director must approve the request. Factors considered for the approval include:
    - The nature of the event
    - The number of attendees
    - The time of day
    - Library funds may not be used to pay for alcohol.
    - No one under the age of 21 may consume, possess or be served any alcoholic beverages, even with the consent of his/her parent or guardian.
    - The serving of alcoholic beverages will end one hour before the scheduled close of the event. During the Library's regular hours of operation, the serving and consumption of alcoholic beverages is limited to the lower level.