

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Administration 106	Issue Date: 07/11/2019
Art Exhibit Guidelines	

Mission

The Cozby Library and Community Commons seeks to strengthen community ties and enrich lives by sparking imagination, creativity, engagement and learning. To this end, it provides for the exhibition of art to create a memorable environment that enriches the community, cultivates curiosity, and celebrates creativity.

These guidelines are intended to provide facility-specific information regarding the exhibit of art at the Library. These guidelines are a supplement to the Public Art Policy for City of Coppel Facilities.

Overview / General Provisions

The Library uses its art display systems to achieve the following:

1. Showcase works submitted in Library-sponsored art contests or Library programs;
2. As available, provide display space to showcase high quality original art, crafts, photography, etc. created by local artists; and
3. As appropriate, provide display space to high-quality original art, crafts, photography, etc. from non-local artists, whose work is relevant to the mission of the Library and interests of citizens.

Interested parties must complete an online application and provide images of their artwork to be displayed.

The Library is not able to honor every exhibition application, as display space is limited.

In scheduling exhibits, Library-organized exhibits will take precedence over exhibits proposed through the application process.

Prior to the installation of the exhibit, the Library staff and artist must agree upon installation date and removal date. All exhibits are temporary installations.

The artist is responsible for putting their artwork up and taking it down. Library staff will be available to provide instruction as needed. The artist may use the Library's ladder if needed.

Application Guidelines

All applications must be submitted online at <http://bit.ly/artclcc>.

Incomplete applications will not be considered or contacted. Applications without photographs or links to the artwork to be displayed will be considered incomplete.

Completed applications will remain on file for two years. Library staff will review filed applications in the process of selecting potential exhibits.

Artists must sign a waiver of liability prior to an exhibit of their work. Staff will take measures within our control to protect artwork on display in the Library. However, artists must understand that artwork will be displayed in a public place, and cannot be constantly guarded or surveilled.

Selection and Coordination

The Library considers many artistic mediums for exhibition. These include but are not limited to watercolor, oil, or acrylic paintings; sketches or drawings; original photography; original images created digitally; mixed media artwork; multidimensional artwork; replicas of original paintings; prints created from original woodblocks or other block printing materials.

Library staff will use the following criteria for selection:

- Breadth of appeal
- Educational, cultural or civic nature
- Appropriateness for all ages
- Suitability of subject matter for the full range of library users
- Timeliness to the community and special events
- Alignment with Library programming or initiatives
- Alignment with Coppel's goal of "A Family Community for a Lifetime"
- Quality and aesthetic appeal

Works that are overtly political, commercial, or religious in nature will not be considered for display in the Library.

As with other facets of Library service, decisions on exhibits and applications rest with Library staff. Applicants may appeal to the Library Director, whose decision will be final.

Exhibit Logistics

Prices or “for sale” signs may not be displayed on or near any works displayed in the Library.

Each work in an exhibit must be labeled with the artist’s name, the title of the work, and the medium on a small piece of cardstock. Labels must be attached to the piece itself or its frame or matte board. Labels may not be attached directly to the wall.

All works must be wired. Two-dimensional pieces should preferably be framed or matted. Unframed canvases are acceptable if no tacks or staples are visible along the canvas edges.

Artists are responsible for ensuring their artwork is compatible with the display specifications set forth in the [Appendix](#) to these Guidelines. The Library does not provide frames, mattes, wire, cardstock or other supplies to prepare the artwork for display.

If desired, a framed artist statement may be displayed with the artwork.

Publicity and Promotion

Permission to photograph any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. The Library may submit articles to local newspapers, put information on the Library and City website and social media accounts, and send out emails to publicize the exhibit.

Artists scheduled to exhibit can host a “meet the artist” reception. Artists can invite their friends, family, and colleagues to the event and publicize it to local media. Refreshments may be served. These events are organized and paid for by the artist themselves. However, the Library will facilitate use of a Library space for the event.

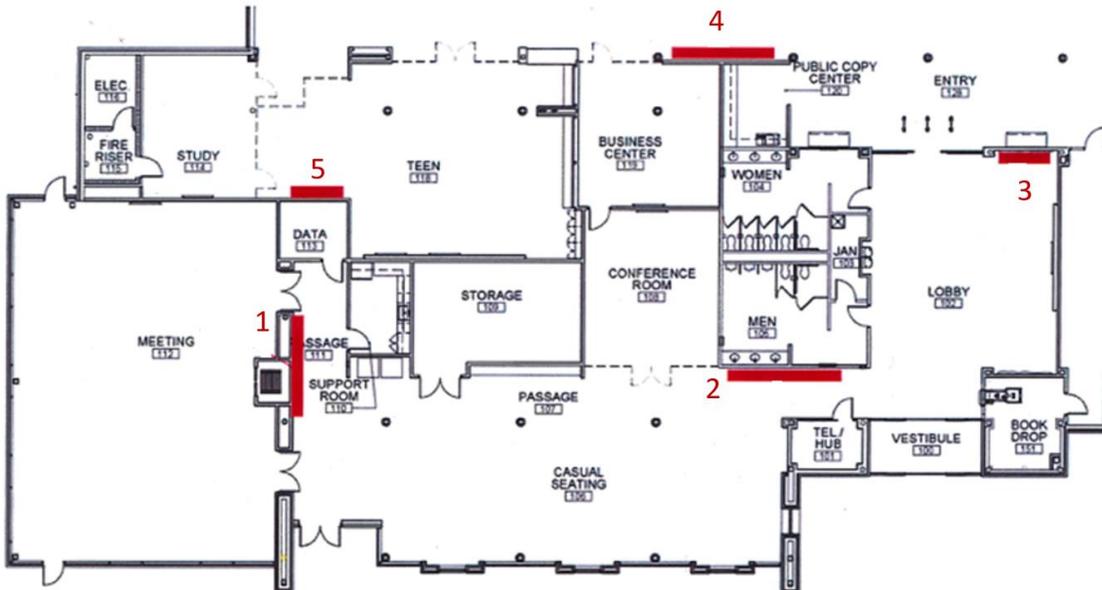
Appendix: Display Hardware Specifications and Requirements

The weight limits of the rail system used in the Library are as follows:

- No more than 50 pounds of weight per hanging cable;
- No more than 50 pounds per individual hook;
- No more than 100 pounds of weight per segment of horizontal rail. Rails are 80'' long.
- Artwork cannot exceed the height of the railing. Depending on railing location the height is 9' or 10'.

When a work is hanging from a cable, the cable must hang straight down along the wall. If a work pulls the cable away from the wall, lateral force may eventually cause the railing system to detach from the wall itself.

Railing Layout



1. **Commons outside Meeting Rooms:** 2 rails, 10' high.
2. **Commons outside Conference Room:** 2 rails, 9' high
3. **Lobby near Library entrance:** 1 rail, 10' high.
4. **Main Library outside Business Center:** 2 rails, 10' high
5. **Teen Room:** 1 rail, 9' high