

Sausalito Public Library

Art Exhibition Policy

Introduction

The Sausalito Public Library offers a small exhibit area for local artists to display their two-dimensional artwork. The purpose of the art exhibits is to enrich the Library experience for patrons and to provide a venue for local artists to display their creations to the public.

Eligibility

In order to be eligible to display artwork at the Sausalito Public Library, an artist must either live, work, or rent studio space within the 94965 Zip code. Special exceptions may be granted by the City Librarian.

Exhibit Area

The exhibit area consists of five hanging rails affixed to wall spaces between and at one end of the large windows in the Library's "living room" (see photo at the end of this document). The three middle spaces are 39" wide and rise to a height that is 11' from the floor to the hanging rail. The right end space is 37" wide. The remaining space, to the far left, is between two windows and is 39" wide but there is less vertical space due to a shelf. Artists are advised to view the exhibit space before submitting an application to exhibit.

Selection Criteria

The use of exhibit space is a privilege, and all exhibit proposals are subject to the review and approval of the Sausalito City Librarian, in consultation with the Library Board of Trustees. Decisions about whether an exhibit is appropriate for the Library will be made by the City Librarian. Selection criteria include compatibility with the Library setting and appropriateness for adults and children of all ages.

Accordingly, the Library discourages proposals that contain images including significant elements of sexually explicit imagery or graphic depictions of violence. The City Librarian reserves the right to determine the suitability of any proposed exhibition and the right to reject any part of an exhibition or to change the manner of display. In providing a space for art, the Library is not establishing a public forum and is not limited to merely imposing time, place, and manner restrictions on proposed exhibits. The Library does not advocate or endorse the viewpoints of the artists or exhibitions.

Application to Exhibit

Artists interested in exhibiting work should submit an Art Exhibit Application form. Forms are available at the Library information desk and on the Library Website. Every autumn, the City Librarian will review applications and create a schedule of artists for the following year. If there are exceptional circumstances, the City Librarian may schedule an exhibit in advance of the autumn review.

Period of Display

For artists whose work is selected for exhibition, the start date and duration of the exhibit are at the discretion of the City Librarian, in consultation with the artist. The scheduled duration of an exhibit will not exceed two months. Works of art should remain on display throughout the exhibit period. If a piece is removed before the exhibit period ends, it should be replaced upon removal by another piece.

Hanging and Removal

Hanging and removal dates and times will be agreed upon at the time that the start date and length of the exhibit are determined. The artist must be present for hanging and removal of the artwork, which will typically be done during times when the Library is closed. A Library representative will also be present for the hanging and removal of the artwork. Artists are responsible for ensuring that artwork is ready for hanging. Unless other arrangements are made, artwork may only be displayed using the Library's art hanging system. The exhibit must be removed by the artist on the specified date.

Participation by the artist and others in the hanging and removal of art in the Library is at their own risk. The Library is not responsible for any artwork not removed by the date indicated, and Library staff may remove artwork that is not removed by the exhibition ending date.

Supporting Material

Artists are responsible for providing display cards to be affixed to the wall adjacent to their artwork, if desired. Display cards will be affixed to the wall using adhesive putty. An area will also be provided for the artist to make available a biography, cards or a promotional brochure, and contact information that explains how to purchase artwork.

Accessibility

Exhibition artwork is displayed in a public area of the Library in close proximity to tables that are in frequent use by Library patrons. Artists should understand that people who come to visit an exhibition during open hours may have restricted access to artwork, i.e. it may not be possible to get up close to a piece without disturbing another Library user. The right of all patrons to use the Library should not be infringed upon.

Sale of Artwork

Artwork on display may be priced for sale using the aforementioned display cards. However, any sale is the responsibility of the artist and the buyer. The Library is not a sales venue. The Library will not receive payment for artwork, nor will Library staff facilitate art purchases. Sold pieces may be marked as sold by the artist on the display card or may be swapped out for another suitable piece by the artist, subject to the approval of the Librarian.

Liability

The Trustees of the Sausalito Public Library and the City of Sausalito are not responsible for the safety and care of works on display. Although works will be on display in the same large public area that contains the Library's service desk, there is risk in choosing to display works at the Library. The Library does not assume liability for lost, damaged, or stolen art.

Publicity

The Library may publicize each art exhibit using regular Library publicity channels, which may include local newspapers, the Library website, social media, and flyers within the Library. Any additional publicity is at the artist's discretion and is the artist's responsibility. It is the artist's responsibility to correctly communicate Library hours.

Reception

The Library may allow an opening reception during or after regular Library hours. All arrangements are subject to the approval of the Sausalito City Librarian.

Waiver

At the time an exhibition is scheduled, each artist shall sign an agreement affirming in greater detail the display and liability sections of this document. Failure to sign the agreement will result in cancellation of the exhibition.



The art exhibition area between and adjacent to the large windows in the Library “living room”