

In keeping with our mission to educate, entertain, inform and inspire the community and fulfill our role as a community cultural center, the Stow-Munroe Falls Public Library provides an Art Gallery without charge to individuals, community groups and organizations. The library presents exhibits of paintings, photography and other artwork with the purpose of providing educational and cultural enrichment and lifelong learning, promoting library resources and reaching out to the community.

Content

Exhibits and displays must be of an educational, cultural or civic nature. Exhibit space will be provided to qualified individuals or groups with preference to Stow and Munroe Falls residents regardless of their beliefs or affiliations, provided the content of the exhibit is within the broad standards of community acceptability and is appropriate for all age groups including children.

Exhibits that are intended for religious proselytizing and partisan political recruitment are prohibited but educational exhibits on these subjects are allowed. The library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of these guidelines.

In presenting exhibits, the library does not imply endorsement of the beliefs or viewpoints of their subject matter. The library endeavors to present a broad spectrum of opinions and a variety of viewpoints.



Stow • Munroe Falls
PublicLibrary

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3512 Darrow Road • Stow, Ohio 44224
(330) 688-3295 • www.smfpl.org

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Art Gallery

guidelines

Selection and Exhibiting

The Marketing and Public Relations Department has the authority to consider requests and to schedule the set up of exhibits in the Art Gallery. In the event of a negative decision regarding a proposed exhibit, the Marketing and Public Relations Department may hear an appeal for reconsideration.

In addition to verifying that the exhibit meets the library's mission, the following will also be considered when selecting and approving displays:

- Suitability of subject matter
- Local or regional interest
- Space requirements
- Timeliness
- Quality of presentation

Applications for use of the Art Gallery will be considered on a first come first served basis. The Marketing and Public Relations Department will determine the length of the exhibit, but generally exhibits will be scheduled on a monthly basis. Use of the Art Gallery for library purposes takes precedence over other uses. Potential exhibitors assume the risk that the library may need to preempt an exhibit for its own purposes. Scheduled exhibits may fluctuate as the library may solicit the works of particular artists to coincide with programming themes throughout the year.

Artists are responsible for installing and removing exhibits on the dates agreed upon by the library and the exhibitor, and for all measures necessary for installation and removal of exhibits including but not limited to shipping, packaging, storage, signage, labels, framing, and any equipment/supplies needed for same.

All exhibits must be set up and removed with as little interference as possible to the daily operations of the library. If the library must remove an exhibit because it is not removed as scheduled by the exhibitor, the library is not responsible for any damages. The library will not provide storage for the property of artists displaying in the library.

Exhibitors agree to be responsible for and to pay for any and all damages to library property from the installation or removal of an exhibit. This includes exhibit space, walls, floors, furniture, fixtures and library grounds.

Artwork must be framed or have finished edges and should be secured with wire on the back to allow for proper hanging in a safe and attractive manner. Any electrical connections are to be hidden from view as far as possible and may not be placed so as to cause or create a safety hazard.

Application Procedure

Artists interested in exhibiting their artwork should submit five electronic files to cnelson@smfpl.org. Anyone wishing to display will be given consideration; however, the Marketing and Public Relations Department will make final decisions based on variety and quality. Artwork must demonstrate mastery of materials and technique. Scheduling is done as much as one year prior to display.

Publicity

Three months prior to the scheduled exhibit, artists must electronically submit a short biography, five high resolution electronic images of artwork, and an informative explanation to assist viewers in discerning the subject or purpose of the exhibit. This information may be submitted to cnelson@smfpl.org.

Sales

At the time of the exhibit, a price list with contact information must be provided itemizing all items in the exhibit including pieces 'Not for Sale' for insurance purposes. This list will be made available to library patrons upon request. **Prices may not be posted in the Art Gallery.** An admission fee may not be charged. Transactions for the purchase of exhibited items shall be directly between the purchaser and the exhibitor. No sales may be made on the premises. Artwork which is sold during its display in the library may not be removed before the end of the exhibition period.

Other

The library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited. All items placed in the library for exhibit are so placed at the owner's risk. The Marketing and Public Relations Department shall have the final decision on the content and arrangement of all exhibits and reserves the right to reject any part of an exhibit or to change the manner of display. Comments about the Art Gallery Guidelines or about any of the exhibits should be addressed to Ann Malthaner, Head of the Marketing and Public Relations Department—amalthaner@smfpl.org.