



**The Warner Library invites both amateur and professional artists to exhibit their works for general public viewing in the Fitzgerald Gallery. The Library asks that artists adhere to the following regulations when displaying their works:**

- **Artists interested in displaying their work in the Fitzgerald Gallery may speak with a Librarian at the Reference Desk who will contact our Exhibits Coordinator.**
- **Art and photography exhibits may be scheduled for a one month period at the discretion of the Exhibits Coordinator.**
- **The artist is responsible for providing insurance to cover the loss or damage to items exhibited.**
- **Set-up and take-down times are arranged through the Exhibits Coordinator.**
- **The exhibitor is responsible for the preparation and display of the exhibit. The library gallery has a hanging system with adjustable hooks for the artist to use. Tools, nails, or adhesives are not permitted. No part of the artwork should touch the walls, including frames, hooks, etc. Rubber or felt pieces should be attached to the artwork to prevent touching the walls.**
- **Warner Library will publicize the exhibit as described in the contract agreement. Please provide a jpeg of a selected piece of artwork for inclusion on the Warner Library website. Jpegs may be sent to [CTroini@wlsmail.org](mailto:CTroini@wlsmail.org) with a cc to [MPetry@wlsmail.org](mailto:MPetry@wlsmail.org).**
- **Please provide biographical information for publicity releases to the Exhibits Coordinator 30 days in advance of the display.**
- **Many seniors like to view the Library's Gallery exhibits so it's important that the artist(s) biographical material is large enough so they can read the information easily. The Library will supply an 8 1/2" by 11" frame for inserting this material if the artist wishes.**
- **A "guest book" for viewers to sign as they view the works is welcomed and encouraged.**
- **The artist may schedule a small reception on Monday or Thursday evenings or weekend afternoons in the Fitzgerald Gallery. Finger foods and soft drinks are permitted in this area.**
- **As a non-profit organization, the Library is prohibited from involving itself in the sale of exhibited art works. A list giving titles of works being exhibited (without prices) may be posted in the exhibits area. The artist may leave a price list and his/her telephone number at the Circulation Desk for viewers who may be interested in purchasing a specific work.**
- **The Library asks that a 10% commission be given to the Library on those items sold by the artist at the time of the exhibit. A check may be made out to *Warner Library* at the end of the scheduled exhibit period.**

**Upon agreement with the regulations listed above, artist(s) or group sponsors are asked to sign the attached contract and return it within 30 days of receipt. The artist will receive a copy back signed and dated by the Exhibits Coordinator. Thank you for contributing your interest and talent to the Warner Library and the residents we serve.**