

Ridgewood Public Library



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Library Exhibits

GUIDELINES FOR GALLERY & DISPLAY CASES

The Ridgewood Public Library is pleased to offer local artists and collectors the opportunity to display their work for the community's enjoyment. Exhibit space is open to organizations and individuals engaged in educational, cultural, intellectual or charitable activities. Exhibit periods usually consist of one month.

GALLERY SPACE

- ◆ Wall display space with a Walker art hanging system (about 60 linear feet) is located in the Lobby and Belcher Auditorium.

DISPLAY CASES

- ◆ Locked, glass-front display cases approximately 50" wide x 50" high x 12" deep.
Circulation Area – 1 case
Reference Area – 1 case
Ridgewood Room – 2 cases
Children's Center - 2 cases (slightly smaller)

HOURS

Exhibits will be available for viewing during Library hours:

Monday – Thursday	9am—9pm
Friday – Saturday	9am – 5pm
Sunday	1pm – 5pm

No admission will be charged. Library Programs or Auditorium Rental may prevent access to the exhibit for a limited period of time. A monthly calendar of programs and events is posted at www.ridgewoodlibrary.org.

SECURITY & INSURANCE

The Ridgewood Public Library has a building alarm system and security cameras in some locations. The Library is released from any liability that may result from theft of or damage to an exhibit, in whole or in part, while on display at the Library. Artists and collectors presenting displays shall provide their own insurance coverage.

PUBLICITY & PROMOTION

Two weeks before exhibit opens, please provide a colorful sign or poster that the Library can post in the Lobby to announce the exhibit and reception (if scheduled).

The artist shall provide handouts in bulk for the public, listing the works and prices, and contact information. Artists must provide a framed copy of this information for display on the wall or table. The Library will provide a small table on which the Artist may leave a guest book for visitors to sign, flowers or business cards. Artists are encouraged to check their exhibits at least once per week.

PUBLICITY & PROMOTION *continued*

The quarterly Library Newsletter will announce exhibits in advance. The Library will announce exhibits in its weekly column in The Ridgewood News. For greater publicity, artists may submit full press releases with photographs of their work directly to the newspapers.

Artists are encouraged to personally send announcements or distribute other promotional materials to friends, groups, newspapers, etc. Please submit copy of layout and wording to the Library for approval before distributing.

INSTALLATION & REMOVAL

Paintings must be framed. For best display and ease of hanging, photographs and works on paper should be framed. Artists and collectors will install, label, and remove their own exhibits. Please plan to install the exhibit on the first day of the month and to pack and remove it on the last day of the month. A ladder is available on request. Please contact Nancy Blasberg one to two months prior to exhibit opening to confirm installation date and time. The Library has no storage facility for artists' property.

INVENTORY

Upon installation, please deliver to Nancy Blasberg a typed schedule of items including price (if paintings are for sale) medium, size or any other appropriate description.

SALE OF ARTISTS' WORK/LIBRARY COMMISSION

Artists may request permission to sell paintings. All inquiries will be referred to the artist. If an artist wishes to offer exhibit items for sale, 20% of the item's price shall be submitted to the Ridgewood Public Library if an item is sold as a result of this exhibit. Prices may be posted discreetly (i.e. no larger than 12 point font) near the artwork using non-damaging adhesive.

APPLICATION PROCESS

Applications are accepted at the above address throughout the year. Please include at least 4 small, representational photographs of your work (library will retain photos) and a resume/biography. A group exhibition must be represented by one person who will handle all organizational details.

CRITERIA

Exhibits will be accepted based upon artist's skills and quality of work, adherence to any statement of theme, and adequacy of the Library's facilities. The Exhibit Committee meets quarterly to review applications.

RECEPTION

Artists exhibiting in the Belcher Auditorium may request space and reserve time for a reception. Library patrons may attend if they wish. Invitations to the reception are the responsibility of the artist. Artists may wish to supply food or beverages. Catering is available through the Library Café. Please do not bring foods that may stain the carpet, such as dips or dark-red juices. No alcoholic beverages may be served. The artist shall be responsible for complete clean-up of the reception. Please contact Nancy Blasberg at least two months prior to exhibit if you wish to hold a reception.

SCHEDULING

Please note that exhibits are subject to rescheduling. The Library will notify the artist as soon as possible if an exhibit date must be changed. The waiting time for an exhibit is usually one year or longer.



Thank you for offering to enhance the Ridgewood Public Library with your exhibit.
For further information, please contact Nancy Blasberg, *Assistant Director*.



Ridgewood Public Library

APPLICATION FOR EXHIBIT SPACE

Today's Date _____

Name _____

Organization (if any) _____

Address _____

Phone _____ Fax _____ E-mail _____

Description/Type of Exhibit/Medium _____

Title of Exhibit (important) _____

Approximate number of pieces and their dimensions _____

If you plan to sell items, please give range of prices: _____

Please give dates of any previous exhibits at the Ridgewood Public Library _____

CHECKLIST OF ITEMS TO SUBMIT WITH APPLICATION:

- ◆ Photos representational of your work
- ◆ Resume or biography
- ◆ Statement of artist's theme (s) or other description concerning style, medium or process

I have read and will abide by all of the Ridgewood Public Library Exhibits Guidelines. I understand that Ridgewood Public Library does not provide insurance or additional security for exhibits. My artwork/collection will be displayed at my own risk.

Signature

Date

Please complete, sign and return this page in original form to:

Nancy Blasberg
Ridgewood Public Library
Administration Office
125 North Maple Avenue
Ridgewood, NJ 07450