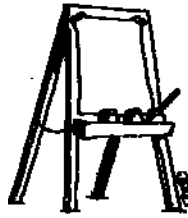


Ridgewood Public Library  
125 North Maple Avenue  
Ridgewood, NJ 07450



Toni Mathes  
(201) 670-5600, ext. 123  
(201) 670-0293 FAX  
[tmathes@ridgewoodlibrary.org](mailto:tmathes@ridgewoodlibrary.org)

## GUIDELINES FOR LIBRARY ART EXHIBITS AND DISPLAYS

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. Please review these procedures and guidelines carefully.

### Library Hours

Exhibits will be available for viewing during Library hours:

**Monday - Thursday** 9am-9pm    **Friday** 9am-6pm    **Saturday** 9am-5pm    **Sunday** 1pm-5pm

### Security and 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.

## 1. Art Exhibits in the Auditorium Gallery

### Auditorium Gallery

Wall display space with a Walker art hanging system (about 60 linear feet) is located in the Lobby and Belcher Auditorium. 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](http://www.ridgewoodlibrary.org).

### Publicity and Promotion

With application, please provide a statement of theme(s), style, medium and or process – two or three sentences that will generate public interest in your exhibit and are appropriate for the Library to use in publicity.

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 invite patrons to the 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.

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 and Removal

Paintings must be framed. Photographs and works on paper must be matted- please review the Walker System hook options for hanging any unframed work. Artists 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. Needle nose pliers are helpful to secure the hanging attachments. Prices may be posted discreetly (i.e. no larger than 12 point font) near the artwork using non-damaging adhesive putty. Please contact Toni Mathes one to two months prior to exhibit opening to confirm installation date and time. The Library has no storage facility for artists' property. Please do not remove any art sold prior to the end of your exhibit period.

### Inventory

Upon installation, please deliver to Toni Mathes 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 should be directed 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.

### Application Process

Applications are accepted at the above address throughout the year. Please include 2-3 small, representational photographs of your work (library will retain photos) and a resume/biography. Also, please email to [tmathes@ridgewoodlibrary.org](mailto:tmathes@ridgewoodlibrary.org) 2-3 jpg images of your work that may be used in publicity. 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 which will be open to the public. 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 (201-906-0863). 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 Toni Mathes at least two months prior to your exhibit if you wish to hold a reception.

### Scheduling

The waiting time after submitting an application for an exhibit is usually one year or longer. 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.

## 2. Display Cases

- Locked, glass-front display cases are approximately 50" wide x 50" high x 12" deep.

Circulation Area - 1 case  
Reference Area - 1 case  
Ridgewood Room - 2 cases  
Children Center - 2 cases (slightly smaller)

### Installation and Removal

Exhibitors will install, label, and remove their own exhibits. **DO NOT use any tape or thumbtacks on the wood walls or the glass front of the display case.** Plan to insert matt board if you need to attach items to a vertical surface. All signage must remain inside the case. If you have items to sell, you may indicate contact information, but please do not use the display case for direct advertising.

Plan to install the exhibit on the first day of the month and please be sure to pack and remove it on the last day of the month so the case is ready for the next exhibitor. For information on accessing the display case, please contact Toni Mathes. The Library has no storage facility for artists' property.

Please complete the application form attached.

**Thank you for enhancing visitors' experiences at the Ridgewood Public Library.**

Ridgewood Public Library Application for Auditorium Gallery \_\_\_ Display Case \_\_\_\_\_

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Organization (if any) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

Website \_\_\_\_\_

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 for Auditorium Gallery only:

- 2-3 photos representational of your work
- Brief resume or biography
- Statement of artist's theme (s) or other description concerning style, medium or process related to this exhibit. Please provide 2 or 3 sentences that will generate public interest in this exhibit and are appropriate for publicity.
- Please email 2-3 jpg images to [tmathes@ridgewoodlibrary.org](mailto:tmathes@ridgewoodlibrary.org)

**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:

Toni Mathes  
Ridgewood Public Library  
Administration Office  
125 North Maple Avenue  
Ridgewood, NJ 07450