

Art Display Policy

Statement of Policy

The Teaneck Public Library offers gallery space for the exhibition of artwork, crafts, and collections of unique, interesting, or historically significant items. All exhibits are free and open to the public.

The Library encourages exhibitions of painting, photography, sculpture, collections, crafts, etc. for civic, cultural, educational and recreational purposes. Exhibit space is made available on an equitable basis to individuals or groups with respect to artwork that best meets the standards for acceptance. Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Local and regional residents and organizations are invited to apply. Preference is given to applicants from Teaneck.

Library use of display areas takes precedence over any other use and the library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for library purposes.

Application for Use

Display exhibitions are under the supervision of the Library Director who may delegate responsibility to the exhibit coordinator.

Application for use must be made in writing to the library's exhibit coordinator at least thirty days prior to a requested exhibition date. Request forms are available at the library's reference desk and on its web site (www.teaneck.org). Exhibits are usually scheduled for one month. Separate application for a reception may be made at least two weeks prior to a planned event.

Setting up

Exhibitions remain on display for one calendar month, scheduled by the Exhibit Coordinator. Artwork will be installed on or about the first of the month and dismantled on or about the last day of the month. Wall display space is available in the main entrance gallery which has a Walker art hanging system, **which requires that the artwork be wired for hanging**. Locked display cases are also available. Preferred wall labels are: Avery Clear Easy Peel Address Labels #18660.

Insurance

The library's insurance policy covers materials to a maximum of \$5,000.00 per exhibit. **To be eligible for coverage, this policy requires that the exhibitor submit an itemized list detailing medium, dimension, and monetary value of each artwork. This must be done prior to setting up the exhibit.** Any claims of loss or damage must be supported by a Teaneck Police Department report.

Publicity

Information about exhibits and receptions will be included on the library web site. Artists may send other publicity materials to the Director's office, which forwarded on library letterhead to local media after approval by the exhibit coordinator or Library Director.

Receptions

Artists are welcome to have a reception. This must be booked ahead of time after approval by the exhibit coordinator. Receptions are to be open to the public as well as invited guests. Alcohol is not permitted. The exhibitor is responsible for setup and cleanup chores.

Art sales

Exhibit space is not intended to advertise a commercial enterprise; however, the artist's contact information will be made available.

Any transactions between the exhibitor and a buyer must occur off library premises.

Group Exhibits

Group exhibitions must have a designated coordinator to liaise with the gallery coordinator. The group coordinator is responsible for scheduling exhibition dates, installation/de-installation dates, providing labels, press releases, signage, and insurance lists, as well as advising the group of the library guidelines.

Application for Teaneck Library exhibit space

Today's date _____

Name

Organization (if any)

Organization Coordinator

Address

Phone _____ **E-mail** _____

Description/type of medium _____

Approximate number of pieces and dimensions:

CHECKLIST OF ITEMS TO SUBMIT WITH APPLICATION:

- Photos, website or digital files representing of your artwork,
- 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 Teaneck Public Library Exhibit Guidelines.

Signature

Complete, sign and return this page in original form to: Liz Celotto, Exhibit Coordinator, c/o Teaneck Public Library, 840 Teaneck Road, Teaneck, NJ 07666

CHECKLIST FOR INSTALLATION

- **Two dimensional work must be wired for hanging with the Walker display system**
- **Wall labels or number list. Only Avery Easy-peel labels or paper labels with putty adhesive permitted**
- **Complete list of works with title, medium, size and value for insurance purposes**
- **Press Release sent to Coordinator via e-mail 2 weeks prior**
- **Entryway sign – 11.5 h x 8w” for display**