

## Arts and Culture Center Exhibit Policy

Wheaton Public Library (WPL) welcomes local artists to exhibit their work and community groups to present their organization in the exhibit space on the first floor of the library. The purpose of the Arts and Culture Center is to introduce local and regional artists to the public as well as to serve as an informational display space for community partners or upcoming events.

The Arts and Culture Center has two gallery walls for hanging art, three display cases of varying sizes and open space for exhibitions.

### General Guidelines:

- All displays must meet acceptable community standards.
- Exhibition applications are available on the WPL website and at the library. Completed applications should be mailed or submitted to the library with attention made to the Community Engagement Librarian.
- All applications will be reviewed by the Community Engagement Librarian and Library Director. The decision of both of these parties is final. Exhibitors must submit samples of all work that will be put on display. This can be done in any format that the exhibitor chooses. If the Library Director feels original work is needed to make a final decision, then the exhibitors will be required to submit original works.
- All reservations will be considered on a first-come, first-serve basis. Space may be reserved for one calendar month. Display cases and art gallery walls may be scheduled individually or as groups.
- Prices for artwork may not be displayed. The exhibitor must leave contact information for interested buyers. All works must stay on display during the time that it is reserved. It is encouraged that artists make a 10% donation on all items sold to the Friends of the Wheaton Public Library.
- Exhibitors are responsible for the set up and removal of displays in a timely manner and must confirm set up times with the Community Engagement Librarian.
- WPL reserves the right to remove an exhibit that has been left past the reservation period.
- WPL assumes no responsibility for the preservation, protection, possible damage, or theft of any item exhibited.
- All artists must sign the Gallery Exhibit application that releases WPL from any responsibility for exhibited items.

WPL reserves the right to make exceptions to these guidelines in order to take advantage of unanticipated opportunities for display or if the space is otherwise needed for library purposes.

WPL reserves the right to postpone, reschedule or curtail an exhibit at any time.