

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 Coordinator.
- All applications will be reviewed by the Community Engagement Coordinator 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 Coordinator.
- 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.

Arts and Culture Center Application

Wheaton Public Library

225 N. Cross St.

Wheaton, IL 60187

www.wheatonlibrary.org

Date: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Description of exhibit/display: _____

The gallery is a public area readily accessible to all ages. You may be asked to submit samples of your work. If you have a website of your work that we can view, please note the URL here: _____

Thank you.

Wheaton Public Library Arts and Culture Center Exhibition Agreement

1. I understand that the library is not responsible for *any* loss, theft, or damage that may occur while works are on display in the library. I release the library from any and all such liability.
2. The library may include any art exhibit or display in library calendars, newsletters and our website.
3. I understand that I must remove all of my artwork on the date agreed upon.
4. I understand that my name as well as contact information must appear with the artwork.
5. I understand that my exhibit must remain in place the entire time it is on display.
6. I understand that the library will not handle any money in the event a patron wishes to purchase my artwork.
7. I have read the Arts and Culture Center Exhibit Policy and I agree to all the conditions stated.

Signature _____ Date _____

If you have questions about having an exhibit or display at the library, please contact Bari Ericson at 630-868-7529.