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GUIDELINES FOR ART EXHIBITS AT EASTTOWN LIBRARY

The Easttown Library & Information Center encourages artists to display their original works of art. Exhibits are governed by the following guidelines:

- Library staff will schedule the exhibit for a predetermined month. As the month for the exhibit approaches, set-up and removal dates will be specified.
- Exhibit reservations are accepted on a first-come, first-served basis.
- Interested artists shall submit a completed **Application for Art Exhibits at Easttown Library**.
- A representative sample or photos of works to be exhibited, or a website address where examples can be viewed, must be provided.
- Artwork should be suitable for viewing by people of all ages.
- The final decision to accept an exhibit rests with the Library Director or his designee.
- A visit to the Library prior to exhibiting is encouraged to view the space available and the hanging system.
- There is limited space for sculpture and other three-dimensional artwork.
- All artwork must be framed, mounted, and ready to be hung.
- The artist is responsible for hanging and removing exhibition pieces.
- An identifying card should be attached to the frame of each piece and should include the title of the work and the artist's name.
- The artist is responsible for providing a printed list of the artwork labels, including prices if the art is for sale.
- Artists are encouraged to post a statement about their exhibit.
- For public relations purposes, the artist or organization exhibiting will provide the library with a one-page biography/description of the artist and the styles and mediums used to create the art.
- A 20% commission will be paid to Easttown Library based on the total value of the sales made during the exhibit.
- Should the need arise to remove the art work for maintenance purposes or if the work is left past the specified removal date, every effort will be made to contact the exhibitor so that the artwork can be removed. However, in the event that the Library is unable to contact the exhibitor, library staff will move or adjust exhibit.
- In special cases and at the Director's discretion, a formal opening for art exhibit may be arranged.

The Library neither endorses nor sponsors the individuals or organizations that furnish the exhibits or the items exhibited.