

## **Danbury Library Art Gallery Guidelines**

*The goal of the Danbury Public Library is to exhibit work by local artists, professional or amateur, which meets objective standards of excellence and artistic quality.*

*The purpose of the program is to make available to the community artistic experiences which will enhance its appreciation and understanding of various art forms and to give recognition to local artists whose talent and work are of such quality as to warrant the respect of their fellow artists and the general public.*

*One monthly winning submission will be selected by the Board of Directors 6 months prior to the exhibit.*

### *Submissions:*

- Eligible artists must be at least 18 years old and must be residents of Danbury, Bethel, Brookfield, New Fairfield, New Milford or Ridgefield. (Exceptions will be made by the Board of Directors) Presentations of artists 17 and under, will be made at the discretion of the Director.)
- Art exhibits are displayed for a period of two months.
- Due to space limitations, each artist may submit a maximum of fifteen (15) pieces of artwork.
- The work must be the artist's original artwork and cannot have been previously exhibited at the Library.
- Artwork cannot be constructed from a kit or any other pre-manufactured pattern (i.e. "Paint by Numbers," etc.)
- All artwork will be previewed before being approved for display. By completing the application, you are submitting your work to be previewed by submitting photographs and description of the work; this does not guarantee approval to appear in the show. If for any reason your artwork does NOT meet the guidelines, the Library will contact you with the board comments.
- All artworks which are legally obscene, including child pornography, or which appeal to prurient interests and, taken as a whole, lack any serious literary, artistic, political or scientific value for minors as measured against local community standards, may be rejected for display.
- The Board of Directors will have the final approval for all artwork and exhibits.
- The Library does not carry insurance on artwork loaned to the Library for exhibition. The Library assumes no responsibility for theft, loss, damage or destruction of items left for display. An exhibitor must sign an Agreement to exempt the Library and its employees from all liability with respect to items on exhibit.
- The artist is responsible for setting up and taking down art work only during the days in which the library point of contact is present.
- Artwork must remain on exhibit until the last day of the month. Artists must retrieve their work no later than three days after the end of the exhibit. After that date, the Library cannot provide storage space.

### *Artwork:*

#### *Two-dimensional:*

- Two-dimensional format includes paintings, photographs, collages, needlework and other decorative wall hangings.

- Size and weight of 2-D items must be suitable to hang on hooks and wires. There is no minimum or maximum size limit for 2-D submissions; however, the weight of each entry must not exceed 15 lbs.
- 2-D items must be ready to install with proper hardware such as eye hooks and wire hanger.

*Publicity:*

- The Artist will be responsible for press releases, publicity and signage for the exhibit.
- Permission to photograph and reproduce any artwork accepted for exhibition for publicity purposes only is considered granted to the Library.  
Artists are encouraged to submit brief narratives for each submission to be featured on the gallery placards next to each piece. Most artists like to discuss the inspiration for or story behind their work(s).

*The Danbury Public Library reserves the right to delay or cancel any exhibit or show due to an unforeseen situation or need of the library to preempt the space.*

*Approval by the Library to exhibit a work of art does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by Danbury Library system, jurors, library staff, or the Library Board of Trustees.*

*Any concerns about an exhibit should be directed in writing to the Art Exhibit Committee and the Library Director.*

*Sales:*

Artwork may be offered for sale, but this is not a requirement. Works sold must remain on exhibit until the exhibit is concluded. Any sales transactions will be coordinated privately between the artist and purchaser.

## Danbury Library Art Gallery Application

Complete, sign and submit this application along with your artwork to the Information desk.

Artist's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*If you wish to designate a proxy to drop off or pick up your artwork, list his/her name here (optional);  
For Children's Shows, list name of parent/guardian submitting child's artwork:*

---

Please submit pictures of your artwork (NOTE: Limit 15 submissions per artist per month): (Use separate sheet of paper if needed)

1. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

2. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

3. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

4. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

5. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

6. Title:

\_\_\_\_\_  
Description  
\_\_\_\_\_

7. Title:

---

Description

---

8. Title:

---

Description

---

9. Title:

---

Description

---

10. Title:

---

Description

---

11. Title:

---

Description

---

12. Title:

---

Description

---

13. Title:

---

Description

---

14. Title:

---

Description

---

15. Title:

---

Description

---

**Artist Statement:** Artists are encouraged to submit brief narratives for each submission to be featured on the gallery placards next to each piece. Most artists like to discuss the inspiration for or story behind their work(s). *NOTE: For Children's Art Shows, feel free to also include the child's age, grade, and school.* Attach additional pages if necessary.

---

---

---

---

***I wish to submit my artwork to the art show at the Danbury Public Library. In signing this document, I agree to observe and comply with all conditions, requirements and obligations contained in the Art Exhibit guidelines attached.***

***Signature of Exhibitor:***

---

*Artist Name*

*Date*