

ART EXHIBITS AT ARAPAHOE LIBRARIES



GUIDELINES

ARAPAHOE LIBRARIES HOST MONTHLY ART EXHIBITS AT KOELBEL, SMOKY HILL, ELOISE MAY AND SOUTHGLENN LIBRARIES. THE EXHIBITS EXPOSES THE COMMUNITY TO NEW ART FORMS AND CREATIVE IDEAS, WHILE PROVIDING EXHIBITION OPPORTUNITIES TO LOCAL ARTISTS. A VOLUNTEER ART SELECTION COMMITTEE SELECTS EXHIBITS BASED ON ARTISTIC QUALITY, VARIETY OF EXHIBITS AND THE SUITABILITY OF FORMAT FOR EACH LIBRARY'S EXHIBIT SPACE. IF YOU WOULD LIKE YOUR ART TO BE CONSIDERED FOR EXHIBITION, PLEASE READ THE FOLLOWING INFORMATION.

SUBMISSION DEADLINES:

May 1 and October 1

Arapahoe Libraries accept applications and portfolios twice a year, October 1 and May 1.

APPLICATION AND PORTFOLIO SUBMISSION INSTRUCTIONS:

Artists are invited to deliver or mail submissions to the Coordinator of Volunteer Services at the Arapahoe Libraries Support Services building, 12855 E. Adam Aircraft Circle, Englewood, CO 80112. Submissions must include the following:

- A completed Art Exhibit Application Form
- An artist's statement and resume or biography
- A portfolio of 10-20 images of work that can be exhibited as a unit. Images may be submitted as printed photographs or on a CD. Images should be well-lighted with artwork photographed against a neutral background. If submitting photographs, please submit in a transparent plastic holder. For each photograph, include the artist's name, medium, size and direction of viewing. If submitting images on a CD, each image must be submitted as an individual high-quality JPEG file. Images should also be listed on a separate sheet with the artist's name, title, medium and size in the same order as on the CD. CD must be readable on a PC and Mac.

MAIL SUBMISSIONS TO:

Coordinator of Volunteer Services
12855 E. Adam Aircraft Circle
Englewood, CO 80112

WHEN A SUBMISSION IS ACCEPTED

Artists will be notified of exhibit acceptance or rejection within four weeks after the submission deadline. Exhibit dates will be determined by the artist and the library after acceptance.

- The artist will install the exhibit, including a label for each piece of artwork listing title, medium, date and price.
- The artist is responsible for producing all collateral show materials and news releases for local papers.
- The library will include exhibit information on its website during the month of the exhibit.
- The artist will provide the library with high-resolution digital images for website promotion.
- Arapahoe Libraries assumes no responsibility for damage, destruction or loss to the exhibit or exhibited materials while on display or during storage or moving in or on library property.
- The artist will provide the library with a resume or biography, artist's statement and an inventory list of titles and prices.
- The artist agrees to remit 20 percent of the sale price of any work or item sold, while on exhibit at the library or of sales made as a direct result of this exhibit to Arapahoe Libraries.
- The library will provide an exhibition agreement to be signed by the artist and a library representative. If the artist is 18 years old or younger, the agreement must also be signed by a parent or legal guardian.
- Artwork must be wired and ready for hanging.
- All artwork will remain on exhibit for the duration of the show.
- Arapahoe Libraries reserves the right to establish and enforce policies and guidelines regarding quality of the material, time, place and manner of display; and, suitability for viewing by patrons of all ages.

UNINSTALLING ARTWORK

On the last day of the exhibit, the artist is responsible for removing all art from the library by 5 pm. A completed Returned Artwork Agreement must be submitted to and signed by a library staff member upon exit from the building.

ARTIST AGREEMENT:

I have read and agree to the terms.

Artist's Signature

Date

MORE INFORMATION

Please contact the Coordinator of Volunteer Services at [303-792-8960](tel:303-792-8960) or ebrandse@arapahoelibraries.org