

Onondaga Free Library

Art Display Policy

Onondaga Free Library (OFL) offers art exhibit spaces in order to promote cultural enrichment, education, and lifelong learning within the community it serves. OFL is committed to providing quality art exhibits that reflect a diversity of styles, mediums, viewpoints, expressions, opinions and interests.

Art exhibits are chosen at the discretion of OFL personnel in keeping with the mission of the library.

Application and Approval: Applications for exhibits must be made via the form on our website (www.oflibrary.org/art-exhibits) and will be processed on a first-come, first served basis.

- Exhibits will be chosen with the expectation that patrons of all ages will have viewing access; therefore, exhibits on display must meet standards established by library personnel. OFL reserves the right to reject or remove an exhibit, part of an exhibit, or change the manner it is displayed for any reason including but not limited to: if it poses a possible safety hazard, is too large or otherwise inappropriate for the display space, creates a maintenance problem, or interferes with the public service or other activities in adjacent library areas. OFL personnel have the final decision on the arrangement of all exhibits.
- OFL does not endorse the viewpoints or artistic expression of exhibitors, and will not disallow exhibits because of the beliefs or affiliations of those whose work is represented. OFL will not censor or remove an exhibit because some members of the community disagree with its content.
- OFL reserves the right to cancel displays at any time for any reason.

Setup, Maintenance and Removal:

- Exhibits will normally be limited to a period of one month with definite setup and removal dates established in advance. Public display is limited to OFL's hours of operation.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance with the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance.
- Nothing may be attached or adhered to the walls.
 - All work to be hung on the walls must be hung with the gallery system hooks provided by OFL staff. No other method of displaying artwork may be used. At removal, all gallery system hooks must remain in place.
 - Identification/pricing labels must be adhered to the artwork.
- OFL accepts no responsibility for the protection, possible damage, or theft of any item displayed, exhibited or posted. All items placed on display at the Library are at the owner's risk. Insurance coverage is the responsibility of the owner of the articles or materials displayed. All artists are required to agree to this Art Display Policy which releases OFL from responsibility for any items in the exhibit.
- OFL bears no responsibility for the storage of any artwork not removed on the day that has been scheduled for removal. OFL reserves the right to remove from the wall any artwork not removed by the artist by the removal date. OFL reserves the right to dispose of items left on the premises for more than thirty days after the agreed upon removal date.

Publicity:

- OFL's marketing team will: (1) post your exhibit to OFL's online event calendar, (2) create a tabloid-sized flyer to be displayed next to the exhibit, and (3) create an 8.5x11" flyer to be displayed on the first floor of the library. OFL may, but is not obligated to, publicize art exhibits in any of the library's other print and/or digital marketing materials.
- The artist must provide an image that is representative of the art exhibit at least 30 days prior to the start of the exhibit. Images must be submitted via an email attachment—.jpg, .png or .pdf file formats accepted.
- Artists are encouraged to promote their exhibit through invitations and announcements; however any flyers or other publicity materials generated by the artist must first be reviewed and approved by library personnel for accuracy and appropriateness.
- Receptions/Meet & Greet: If desired, the artist may offer one or multiple receptions/meet and greet opportunities during their exhibit. Date(s) and time(s) must be approved by library personnel 30 days in advance. The library may, but is not obligated, to publicize these receptions/meet and greets. Any invitations issued will be provided and sent by the artist. Receptions must be open to the general public. Any food or beverage served will be provided by the artist. Alcoholic beverages are strictly prohibited. The artist will be responsible for the set up and cleanup of the reception.

Sale of Artwork: The exhibitor may sell exhibited artwork. Prices may be posted on artwork or the artist may provide a list of artwork available for sale. Any pieces sold must remain on display for the duration of the show. All sales must be handled directly by the artist; OFL staff are not able to assist in the completion of any sale or to take payment on behalf of the artist.

Approved 12/14/22