

ART EXHIBIT INFORMATION AND GUIDELINES

Application is made on the library's website. All applicants must provide digital images of their work (a minimum of three items). Library staff will decide if a body of work is suitable in terms of quality, workmanship, and/or quantity.

Exhibits that are accepted will be assigned a one-month show at one of SFPL's locations. Space dimensions, specific information and individual Library guidelines are outlined in this information sheet. Artists may have a show in any of the libraries only once in any 24-month period.

Works to be exhibited must be in good condition and ready to mount with hooks and wires attached. The exhibitor is to provide labels for each piece. Each exhibitor is responsible for "hanging" their show. Library staff cannot provide this service.

Exhibits are to be mounted on the first day of the month or as near to that date as possible.

The City of Santa Fe/Santa Fe Public Library does not insure the monetary value of art works displayed in public buildings during the time the art is on exhibit, in-transit, or stored on library premises. SFPL cannot be held responsible for any damage incurred during the time the art is on exhibit, in-transit, or stored on library premises.

Exhibits must be removed at the end of the month by the exhibitor. If an exhibit is not removed in a timely manner, or other arrangements made in advance, staff will remove the art from the exhibit area. If art is left at the Library more than 10 days after exhibit has ended and other arrangements have not been made, the art will be considered a gift to the Library. The Library, as with all gifts, will make the final determination on art gifts.

The Library does not serve as a sales agent for the exhibit pieces. Exhibitors are encouraged to provide name, address, email, and/or phone number for follow-up by interested viewers.

The Library will provide information about monthly exhibits on its website and/or social media. Exhibitors are encouraged to seek their own press coverage and outside calendar listings.



**SANTA FE
PUBLIC LIBRARY**