

## Exhibits and Displays Procedure

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Peoria Public Library welcomes individuals, groups, or organizations to display art, collections, or exhibitions that stimulate, educate, and promote a greater understanding and appreciation for art in our culturally diverse community. Displays should be appropriate for an audience of all ages and suitable for display in a public space.

Peoria Public Library's exhibit spaces include a 2,277 square-foot Gallery at Main Library, as well as smaller display cases at some of the Library branches. The primary purpose of Library facilities is to support Library services and programs; Library space is prioritized accordingly.

### MAIN LIBRARY GALLERY:

#### Eligibility

1. Emerging and established artists, groups of artists, or organizations are eligible to submit an application for a display.
2. Any group of artists or organization must have a single designated group representative who will coordinate all details on behalf of the group.
3. Applicants must have a cohesive body of work or educational display that will fit within the Gallery space.
4. The artist or group representative must finalize all details for the display at least two months in advance.
5. The artist or group representative must be able to travel to Peoria Public Library in person to install the artwork or display and pick it up at the end of the scheduled time.

## Application

Artists or groups wishing to display a body of work, collection, or educational exhibition in the Main Library Gallery must submit an application to the Gallery Manager. Applications will be reviewed as they are received. If the application is approved, the Gallery Manager will work with the applicant to schedule dates for the display. Dates are subject to availability of gallery space.

## Display Procedures

The Main Library Gallery is equipped with a click-rail hanging system, locked display cases, and pedestals. All artwork intended to go on the wall must be ready to hang and compatible with the hanging system. No additional hooks, nails etc. may be added to the Gallery. Artists are responsible for transporting all artwork to and from the Gallery. The Gallery Manager may assist within the Gallery with the hanging and dismounting of items from the display cables and cases as their schedule allows. Dates for installation and removal will be set with the artist when the exhibit is approved, and adherence to those dates is expected. Installation and removal must be completed within the operating hours of the Library. The exhibit must not interfere with the general operation of the Library.

Artists and groups may store packing materials and/or other property related to their display in a space designated by the Gallery Manager for the duration of their exhibit. All items, including packing materials, artwork, or other property, must be removed from the Library within 30 days after the end of the display unless prior arrangements have been made. If they are not picked up within that time frame, all materials become the property of Peoria Public Library to be disposed of at the Library's discretion.

## Reception

The artist or group may inform the Library, at least two months in advance of the show opening, of their intention to hold a reception in the Gallery. The date and time of the reception must fall within the operating hours of the Library. The Library may provide coffee and water, but any further food or drinks are the responsibility of the artist or group. No alcoholic beverages may be served. If the artist or group would like to hold a gallery talk for the public, they must submit a date and time to the Library at least two months in advance in order for the Library to publicize the program.

## Promotion

At least two months in advance of the show opening, the artist or group will provide a title and description of the show, as well as an image or images to be used in a promotional poster.

Publicity will be provided, free of charge, in the form of a printed poster at the entrance of the Gallery and digital advertisements. The Library may also photograph works on display in the Gallery for use in publicity. The artist or group may leave brochures or business cards on the table at the entrance of the Gallery. Any labels for the artwork are the responsibility of the artist or group. The Library will provide wall-safe tape to be used to affix labels to the walls of the Gallery.

## Sales

No fee is charged to the artist or group in exchange for the use of the Gallery. Should an artist choose to make any of their works available for purchase, they must agree to donate 20% of the sale price to the Friends of Peoria Public Library. The Library will not broker the sales of art beyond supplying the artist's contact information to the potential buyer.