

ATRIUM GALLERY POLICY REGARDING TEMPORARY EXHIBITS

GENERAL GUIDELINES

- I. Atrium Gallery exhibit spaces are free to the public but are scheduled at the discretion of the Atrium Gallery Review Committee. The decisions of the Atrium Gallery Review Committee are final. Copies of the Application Form for Exhibits and the Atrium Gallery Policy Regarding Temporary Exhibits are available by email or in person at the Huntsville-Madison County Public Library, Main Library.

Selection of an exhibitor does not constitute an endorsement of the exhibitor's theme, mission or beliefs or of any particular artist or craftsman.

II. Exhibit Sources:

1. Library staff may contact individuals and organizations which may provide exhibits that support library programs or would be of interest to library users.
2. Individuals may submit applications for exhibit space, along with resumes and exhibit work samples. Applications will be reviewed by the Atrium Gallery Review Committee, and, if approved, the applicant will be notified of space and dates assigned.

III. Guidelines for Exhibitors:

1. If requested, a prospective exhibitor shall submit an application accompanied by:
 - a. Resume: The exhibitor's resume may include biographical information about the exhibitor, pertinent educational and professional training and listings of previous exhibits, if any.
 - b. Samples of Exhibitor's Work: Photographs or other printed reproductions of sample work. These will not be returned to the exhibitor at the end of the exhibit period.
2. The Library reserves the right to delete from consideration or remove from exhibit, any works or items which it considers inappropriate for a library setting. This includes, but is not limited to, materials which may advocate discrimination on the basis of sex, age, religion, race or sexual orientation.
3. The Library reserves the right to revoke the agreement to exhibit artwork in the Atrium Gallery at any time. In such cases, the Library will not be responsible for any costs incurred by the exhibitor in connection with the exhibit.
4. The exhibitor is responsible for the transportation and delivery of the exhibit to and from the Library. The Library will bear the cost and responsibility of installing the exhibit and reserves the right to final approval of the design and appearance of the exhibit.
5. The Library will provide signs and posters for the exhibit. The Library will apply all art labels, posters, etc. All works must be appropriately framed and ready to hang.
6. Artwork prices may be included on any exhibited materials. The Library cannot be used as agent for selling or promoting a particular product or company for commercial purposes, nor can any display be used to promote sectarian or partisan political viewpoints. The Library recommends a 20% donation from any sales made during an exhibit in the Atrium Gallery.

For informational purposes an exhibitor can display his name, address and phone number with the exhibit. Any signs accompanying exhibits are subject to library approval and must be correctly spelled and neat in appearance.

The Huntsville-Madison County Public Library cannot guarantee the safety of exhibits. The exhibitor will hold the risk of loss, theft, or vandalism. The Library assumes no

insurance liability for materials on display. Insurance coverage is the responsibility of the exhibitor. Security arrangements for the Atrium Gallery are the same as for other areas of the Library.

7. Publicity for selected exhibits, including press releases and promotional materials, must be approved by the Atrium Gallery. The Atrium Gallery, in cooperation with the exhibitor, will distribute publicity announcements and articles regarding the exhibit at the Library's discretion. The exhibitor will furnish biographical and professional data to the Atrium Gallery for such purposes.
8. An exhibit may be on display for a maximum period of two months. Exceptions may be made at the discretion of the Atrium Gallery Review Committee.
9. Exhibits may not contain hazardous material or items which might decay, have odors or leave stains. In the event that toxic substances are used, the Library reserves the right to request that the exhibit be removed.

The Exhibitor will be responsible for any damage to a library facility created by his display including those incurred in the installation or dismantling of it. Damages will be assessed by staff of the Library's Maintenance, and the exhibitor will be billed an amount accordingly. Failure to comply with the assessed costs will result in denial of the use of future exhibit space.

When the exhibit is over and the display materials are not claimed, staff will try to contact the exhibitor and if unsuccessful, these items will be disposed of at the discretion of the Library. The exhibitor may be billed for storage costs.

10. Any unforeseen questions or concerns may be directed to the Associate Director for Main Library Public Services, whose decisions shall be final.

I HAVE READ THE POLICY GOVERNING TEMPORARY EXHIBITS AND AGREE TO ABIDE BY THE CONDITIONS SET FORTH. I UNDERSTAND THAT THE LIBRARY WILL NOT ASSUME ANY RESPONSIBILITY FOR MATERIALS OR ITEMS LENT TO IT FOR EXHIBIT PURPOSES. I AGREE TO RELEASE THE HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY SYSTEM FROM ANY RESPONSIBILITY OR LIABILITY IN REGARD TO DAMAGE, THEFT, LOSS, OR IN ANY OTHER REGARD TO MATERIALS OR ITEMS LISTED ABOVE. I AGREE THAT IF I WISH TO PROTECT SUCH ITEMS FROM LOSS, DAMAGE, THEFT, ETC. THAT I WILL PRIVATELY PLACE MY OWN PERSONAL INSURANCE ON THE ITEMS LISTED ABOVE.

(Date)

(Signature of Exhibitor)

Approved _____
(Check)

(Atrium Gallery Representative)

(Date)



Atrium Gallery

APPLICATION FORM FOR EXHIBITS

Name _____

Address _____

Phone _____

Email _____

Medium/media of your work:

How many pieces of artwork do you have available for display? Please describe them briefly, as a group if you prefer.

Is there a particular theme that you express through your work?

Is your work in a format ready to display (such as frames for paintings)? Please describe.

Do you belong to any artist guilds or organizations?

Is there anything else you would like to tell us about your work or yourself?

Please attach samples or photos (no more than 4) of your work, in color if possible. Samples/photos should be no larger than 8-1/2" x 11"; they will not be returned. Please attach a copy of your resume. Include information about any art shows in which you have participated; awards won; catalogs or brochures that feature your work; and any professional commissions you have undertaken.

A 20% suggested donation from any sales of your exhibited work would be greatly appreciated.

Submit application to Atrium Gallery • c/o Huntsville-Madison County Public Library

PO Box 443 • Huntsville, AL 35804

Thank you for your interest.