

## **BRONXVILLE PUBLIC LIBRARY**

### **Exhibition Space Reservation Policy**

The Bronxville Library encourages exhibitions of original art work above the amateur level.

**I. The Galleries** – Three exhibition galleries are available by advance reservation for qualified artwork. Each gallery features light beige fabric-covered tackable surfaces above white wainscoting or chair rails. Each doubles as a community meeting or reception room thus offering added exposure for exhibitions.

A. The Yeager Community Room Gallery is suitable for larger format works, including oil paintings. It offers approximately 100 linear feet of wall surface. The maximum vertical clearance of the exhibition surfaces is 67", except for about 20 linear feet where the clearance is approximately 60". The use of metal hanging rods provided by the Library is encouraged for mounting purposes. Wall washer and overhead incandescent fixtures illuminate this windowless space. The Yeager Room contains a section of fixed seating; community meetings are frequently televised from this room, exposing the exhibition to the population of Eastchester and Tuckahoe as well as Bronxville.

B. The Board Room Gallery has approximately 45 linear feet of hanging surface, divided into seven sections ranging from 2' to 12' in length. The available vertical height is 59" except on one 11' wall where it is 43". The gallery is suitable for works weighing 15 pounds or less, only. Illumination is provided by a combination of natural light, wall washers and overhead incandescent fixtures.

C. The Little Gallery offers approximately 26 linear feet of wall space in five sections ranging from 2'4" to 7'5". Maximum vertical clearance is 58". This windowless space in the center of the Library's lower level is lit by incandescent overhead lighting and wall washers.

**II. Fees** – The fee for an exhibition in the Yeager Community Room Gallery is \$225; in The Little Gallery, \$150, and in the Board Room, \$50. Once an exhibition date is confirmed, the fee is nonrefundable. The Library charges no commissions on any sales made in connection with exhibitions at the Library.

**III. Availability** – The Library's galleries are reserved for exhibitors whose work is original, competent and above the amateur level. Gallery spaces may be reserved for no more than a calendar month, on a first-come, first-served basis. An exhibitor may reserve gallery space no more frequently than once in a calendar year. Gallery spaces are usually reserved months in advance, but the Library will not book exhibitions more than 24 months in advance. Class work is acceptable only in group shows. It must be framed or matted and may be exhibited only in The Board Room Gallery or The Little Gallery.

**Reservations** – Advance reservations are required. Application forms are available at the Library or on the Library website, [www.BronxvilleLibrary.org](http://www.BronxvilleLibrary.org). Completed applications should be delivered or mailed to the Library’s Business Manager, 201 Pondfield Road, Bronxville, NY 10708; phone: 914-337-7680; fax: 914-227-0332, accompanied by a check payable to the Bronxville Public Library covering the applicable fee. Three or four representative samples of the work, or color slides or transparencies of such work, must be submitted for Library Board approval before an exhibition application can be approved and an exhibition date confirmed.

**Installation** – Exhibitions may be hung on the first day of the month and must be removed by the last day of the month. Exhibited work is expected to remain in place throughout the month. Transporting, hanging and removing artwork is the sole responsibility of the exhibitor, who should make every effort to arrange the work attractively. Installation equipment, hammer and step stool are available through the Library Business manager, with whom advance arrangements should be made. Work weighing 15 pounds or more can be accepted only for exhibition in the Yeager Community Room and must be hung from the picture rail, using metal picture rods available at the Library. All other works hung in any gallery must be hung with “ook” nails and hooks or push pins, both of which are available at the Library. Exhibition of objects may be possible by special arrangement; display materials are exhibitor’s responsibility. No tape or adhesive labels may be applied to any surface.

All work must be neatly and attractively framed or matted, numbered and titled. A list of numbered and titled works may be located in the gallery, along with the exhibitor’s name, address and phone number, and guest book (with attached pen) for viewers’ comments and signatures. Prices, business cards or advertising may be displayed only at a private reception or at the Library Circulation Desk. A reception associated with an art exhibition may be arranged via a Room Use Application available from the Business Manager.

**VI. Liability** – Applicant is responsible for any and all damage or injury to the Library and Library property, including damage to the walls incurred during installation or removal of an exhibition. The exhibitor is encouraged to insure any works to be exhibited; the Library accepts no responsibility for, and does not insure, art exhibited by others in the community exhibition galleries.

**VII. Publicity** – Publicity for all exhibitions is applicant’s responsibility. However, when possible, the Library will include notices of upcoming public events and art exhibitions in Library publications, on its website and cable television notices and on the Library’s notice board. Please supply fliers or posters for Library’s approval and use.

**VIII. Miscellaneous** – The Library Board of Trustees reserves the right, at its discretion, to review the use of the exhibition spaces by any group or individual. This policy is subject to periodic review and revision by the Library Board of Trustees.

# THE BRONXVILLE PUBLIC LIBRARY

## APPLICATION FOR EXHIBITION SPACE

(Submit to Business Manager, 201 Pondfield Road, 337-7680, or fax to 337-0332)

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Resume attached (resume of artist's qualifications and education must be submitted before application will be considered)

### SPACE REQUESTED

- Board Room (\$50 fee)
- The Little Gallery (\$150 fee)
- Yeager Community Room (\$225 fee)

### MONTH REQUESTED FOR EXHIBITION

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

Date(s) of prior exhibitions at Library: \_\_\_\_\_

### DESCRIPTION OF WORKS TO BE EXHIBITED

Medium \_\_\_\_\_

Average Size \_\_\_\_\_

Subject Matter \_\_\_\_\_  
\_\_\_\_\_

Approximate Number of Works \_\_\_\_\_

Title of Exhibit (for Library public notices): \_\_\_\_\_

Representative samples must be submitted for approval before application can be approved and exhibition scheduled.

Submitted with applications are:

samples # \_\_\_\_\_ slides/transparencies # \_\_\_\_\_

Samples or slides will be submitted by (date): \_\_\_\_\_

### FEES AND EXHIBITION DETAILS

A check payable to the Bronxville Public Library for the applicable fee must be submitted with this application. Once an exhibition date is confirmed, the fee is nonrefundable.

Attached is a check in the amount of \$ \_\_\_\_\_

Applicant will publicize exhibit as follows: \_\_\_\_\_  
\_\_\_\_\_

Applicant will provide price list

Applicant will provide guest book

Applicant will schedule a reception in connection with the exhibition (use separate Room Use Application, available from Library Business Manager)

Applicant will supply fliers and/or posters for Library use.

### APPLICANT'S RESPONSIBILITIES

Exhibitions may be hung on the first day of the month and must be removed by the last day of the month. Transporting, hanging and removing artwork is the sole responsibility of the exhibitor. Installation equipment, including hanging rods, hooks and push pins available from the Library should be used.

Applicant is solely responsible for any and all damage or injury to Library property incurred in connection with Applicant's exhibition, and for leaving exhibition space clean and orderly. The Library accepts no responsibility for loss of or injury to property of Applicant. The Library accepts no responsibility for, and does not insure, art exhibited by others in the Library. Damage or misconduct by Applicant in the use of Library facilities will result in forfeiture of any security deposits and may result in Applicant's disqualification from future use of any Library facilities.

#### Acknowledged:

\_\_\_\_\_  
Name [print]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

Rev: 05/10/2008

#### Approved by Library:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

Exhibition Scheduled for: \_\_\_\_\_