

Octagon Gallery Exhibit Policy & Procedures

Policy

In keeping with the American Library Association's "Library Bill of Rights", Article VI, the exhibit spaces are available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The Patterson Library's Octagon Gallery spaces are available for exhibits by individuals and groups. In an effort to introduce local and regional artists to the public, the Library will endeavor to present a wide variety of art styles and forms.

The exhibit of any given materials does not constitute an endorsement by the Patterson Library.

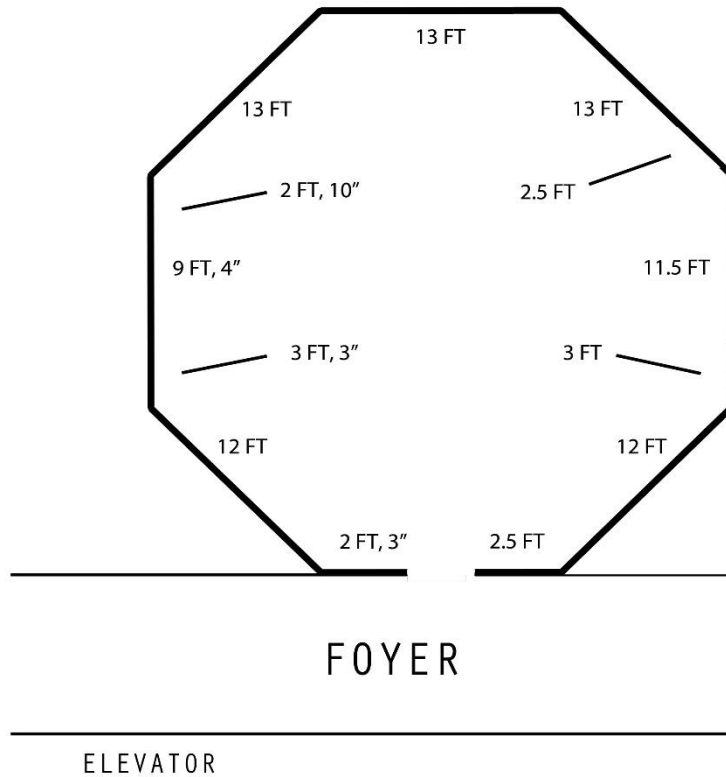
Procedures

I. Gallery and Exhibit Specifications

OCTAGON ART GALLERY FLOOR PLAN

SPECS

- 13**
REGULATION, WHITE-PAINTED
PLYWOOD WALLS
- 47**
LIGHTS
- 105**
LINEAR FEET
35.5 FT
FLOOR LENGTH
- 32 FT**
FLOOR WIDTH
- 7 FT, 9 INCHES**
INSTALLATION HEIGHT
- 12 FT, 9 INCHES**
OVERALL HEIGHT



II. Reservations

A. How are reservations for Octagon Gallery Space made?

Reservations for the use of the Gallery may be submitted to the Gallery Curator. Anyone who wishes to have a gallery show must comply with all policies, rules, regulations, and conditions regarding use of the Gallery and the Library (**Gallery Space Agreement Form**).

Reservations will be booked on a first-come, first-served basis. No reservation is final until the Library receives written confirmation from the artist, and the artist from Gallery Curator via email.

B. Who approves the gallery shows?

All exhibit requests will be reviewed and approved by the Library's Gallery Curator, working under the direction of the Library Director. Exhibitors must submit photographs of their art work and a current resume or Artist's Statement.

If the Gallery Curator approves the exhibition, the exhibitor will be contacted to confirm dates for the exhibit as well as other specifics relating to the installation of the exhibit.

C. Who can make exhibit requests?

Exhibit requests must be made by an individual at least twenty-one (21) years of age.

D. When can exhibit requests be made?

All requests for use of the exhibition space must be made through the Library during the Library's hours of operation by emailing the Gallery Curator at curator@pattersonlib.org or calling (716) 326-2154.

E. How long may an exhibition last?

Gallery exhibitions will be changed on a basis determined by the Gallery Curator.

III. Eligibility for Use of Exhibition Space

A. Is there an age restriction for use of the exhibition space?

Groups or individuals under the age of twenty-one (21) must have an adult or organizational sponsor for their exhibition.

B. Who is eligible to use exhibition space?

Any individual, organization or group, may use the Library's exhibition space, subject to this policy. The Library reserves the right to refuse a reservation to any individual, organization or group who has failed to comply with the rules and regulations of the Patterson Library—including the **Patron Code of Conduct**.

Granting permission to use Library exhibition space does not constitute endorsement by the Library.

IV. Purposes for Which Exhibition Space May Be Used

The Exhibition Space may be used for the following purposes:

- To exhibit the work of local & regional artists;

- To allow local guilds and crafting organizations to exhibit works;
- To showcase the work of service organizations;
- To publicize Library events, materials, and services.

VI. Cancellations

The Library should be notified immediately if an exhibition must be canceled. Notice of cancellation must be provided to the Gallery Curator in writing, via email.

VII. General Guidelines

1. The Library requires a complete inventory of each item in an exhibit, including title, medium, dimensions, and description via the **Fine Arts Loan Agreement and Insurance Provision Form**.
2. Transportation and delivery of artwork to and from the Library is the responsibility of the exhibitor.
3. Unless special arrangements are made with the Library, exhibits are installed on the Tuesday before exhibit opening and removed on the last Friday of the exhibition.
4. All artwork must be ready for display at the time of installation per the specifications in the **Gallery Space Agreement**.
5. The Library reserves the right to final approval of the design and appearance of the exhibit.
6. Wall labels, gallery list, simple guest book, signs, or posters can be provided by the Library at the exhibitor's request, if the timelines specified in the **Gallery Space Agreement** are adhered to.
7. An Opening or Closing Reception may be hosted by the Library. Standard timing is Friday evening from 5-7pm. Alternative times must be during regular library operating hours and at the discretion of the Gallery Curator. Desired foods, drinks, or supplies should be provided by the exhibitor. *(The Library may be able to provide light refreshments, **subject to current donations and resources**.)*
8. The Library, in cooperation with the exhibitor, may distribute publicity announcements and articles regarding the exhibit to local and regional media, Library events calendars, the Library website, and other information outlets. Basic biographical and professional data will be required from the exhibitor in preparing such public relations information.
9. The Library is not a sales conduit. Any sales of artwork should be handled by the artist or their designee. Sold items should remain on display throughout the exhibition, except under the discretion of the Gallery Curator. The transfer or shipping of any sold items is the responsibility of the exhibitor.
10. The exhibitor does not have exclusive rights to the Octagon Gallery while under exhibition. The Octagon Gallery is a public meeting space with regular library sponsored and non-library sponsored events.
11. The Patterson Library Board of Trustees reserves the right to alter this policy without prior notice.