



# **Art Circle Public Library**

## **Cumberland County**

3 East Street \* Crossville, TN 38555

931-484-6790 (v) – 931-707-8956 (f)

[WWW.ARTCIRCLELIBRARY.INFO](http://WWW.ARTCIRCLELIBRARY.INFO)

Dear Artist/ Exhibitor:

We welcome your interest in our artist exhibitions. Attached you will find an application and contract detailing the requirements for your display. In addition, we request an 8x10 framed biography (with wire for hanging). Please provide three biographies if using all galleries.

As mentioned in the attached display policy #312, installation, maintenance and removal are the responsibilities of the exhibitor; oftentimes bringing an assistant is very beneficial.

Susie Randleman, Library Director, is available to schedule set up and take down times and to answer any questions you may have.

Thank you for sharing your talents with Art Circle Public Library.

Art Committee  
Cumberland County Library Board

The Art Circle Public Library encourages the use of space in the building for exhibits of art and other displays of general interest. Choice of works or items to be exhibited rests with the Library Director/ the Art Committee of the ACPL Board of Trustees and will be limited by available space. Commercial exhibits will not be acceptable unless they are of a general and educational nature.

**Policy:**

1. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any display or exhibit can be placed in the Library. Releases will be placed on file in the Library.
2. Areas available to the public for displays and exhibits are: the glass exhibit cases in the Entrance and in the Tennessee Room; the Vestibule Gallery, the Meeting Room Lobby Gallery and the Café Gallery. The Library reserves the right to limit the size, number of items, schedules of any display, and the frequency with which the artist or organization may have a display.
3. Installation, maintenance, and removal of the exhibits are the responsibility of the Exhibitor. The method and manner of installation and display of the exhibit must conform to the Library's specifications for proper use of its designated exhibit space. All items must be removed promptly at the end of the scheduled exhibit and the display case/area left clean for the next exhibitor.
4. Requests for display will be considered in the order in which they are received.
5. The Library will seek to present exhibits that:
  - a) are drawn from the library's collection or highlight an aspect of it;
  - b) focus on matters related to the Cumberland County area;
  - c) are the product of local, Tennessee and regional artists or artisans;
  - d) provide the Library the opportunity to display works of significant artistic or educational merit.
6. The criteria for selection of exhibits are:
  - a) relevance to library collections;
  - b) relevance to Cumberland County;
  - c) importance as a document of the times;
  - d) relevance of work or artists to the region;
  - e) suitability of format to the Library's display capabilities; or
  - f) renown of the artists(s), as based on extent of displays, number of commissions, or reviews.

**Guidelines:**

1. Exhibits and displays shall be scheduled by the Library Director or designee. Reservations may be accepted up to a year in advance. No group or individual may place more than one reservation for any twelve (12) month period. Additional displays may be permitted without reservation if space is available.
2. Exhibitors wishing to display their artwork/collectibles/other displays are invited to complete an application and make their work available for review by submitting samples and/or a portfolio to the Library Director/ Trustees Art Committee.
3. Upon the acceptance of the exhibitor by the committee/Director and upon the exhibitor's agreement to these guidelines and policy and a scheduling date, a contract must be signed by the exhibitor in duplicate. One copy will be given to the exhibitor and one copy will remain on file at the library.
4. All exhibits are for one (1) to two (2) months unless otherwise arranged.
5. Each exhibitor must have a selection of items sufficient to fill the display case/gallery space. Exhibitors may choose to work with co-exhibitors in order to create a full display/exhibit, but such co-exhibitors must be included in the initial review process. Any changes in the exhibit during the display period should also be reviewed by the Art Committee chairperson/designee.
6. Displays and Exhibits may include the price of the objects. The Library will not be involved in the sale of art works. Artists or responsible parties may leave their business cards or contact information with their exhibits.
7. No soliciting for any purpose - except for library business - will be allowed in the library.
8. A statement of sponsorship must be included in all displays.
9. All presentation materials used in the display or exhibits must be in excellent condition and presented in a professional manner, i.e. background material, lettering. The Library Director or Deputy Director must approve all displays/exhibits before they are considered complete. An organization or individual will be asked to redo or remove any poorly executed display.
10. The Library is granted permission by the exhibitor to use any exhibits in promotions for the Library but is not responsible for publicity on behalf of the exhibitor.
11. No holes may be drilled in the walls of the Library. Nothing may be taped, velcroed, puttied or otherwise attached to the walls, woodwork, doors, or glass surfaces of the library. Library-installed hanging systems must be used.
12. Displays must be installed or removed during hours that the Library is open to the public. If the contract ends on a day that the Library is not open, an alternate date(s) will be assigned by the Library.
13. Items for display must be properly mounted for display and compatible with the Library's Hanging System.

Approved by the Cumberland County Library Board of Trustees on Tuesday, September 15, 2009;  
Amended Tuesday, January 17, 2012.

## Application to Exhibit in ACPL

Name of Exhibitor(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ (home), \_\_\_\_\_ (work), \_\_\_\_\_ (cell)

E-Mail address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Please indicate which display/gallery area(s) you are interested in:

### Display cases:

\_\_\_\_\_ Entrance Display cases (put dimensions here)\*

\_\_\_\_\_ Tennessee Room Display Cases (put dimensions here)\*

Nature of display:

\_\_\_\_\_ Artwork: Please describe \_\_\_\_\_

\_\_\_\_\_ Collection: Please describe \_\_\_\_\_

\_\_\_\_\_ Educational/Historical/Regional/Other: Please Describe \_\_\_\_\_

Number/Estimated sizes (example: x pieces, a" x b"; y pieces c" x d") or detailed description of included pieces/materials:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Galleries:** (Library hanging systems allow for flexibility in arranging pieces in your exhibit.)

\_\_\_\_\_ Vestibule Gallery (display space available—22' L x 9' H)

\_\_\_\_\_ Cafe Gallery (display space available 12' L x 9' H)

\_\_\_\_\_ Meeting Room Lobby Gallery (display space available 35' L x 9' H plus 7' L x 9' H)

312.1 – APPLICATION TO EXHIBIT IN THE ART CIRCLE PUBLIC LIBRARY

Description of proposed exhibit (please indicate media, sizes of artwork, any hanging / display system, content and quantities in your description):

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Please submit artisan's portfolio and/or photographs or digital images of proposed display/exhibit items along with application.

-----STAFF USE ONLY-----

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

Committee Action: \_\_\_\_\_

Schedule Exhibit: \_\_\_\_\_

Approved by the Cumberland County Library Board of Trustees on Tuesday, October 20, 2009; Amended on Tuesday, March 19, 2013

### Art Circle Public Library Displays and Exhibits Contract

Permission is hereby granted to \_\_\_\_\_ to place an exhibit in the Art Circle Public Library's \_\_\_\_\_.

All exhibits are subject to library management review and approval.

Exhibit will be on display from \_\_\_\_\_ to \_\_\_\_\_. Exhibitor must remove the display no later than the last day of the exhibit period during Library operating hours. Exhibitor agrees to abide by the terms of this document and of the Library Guidelines and Policy regarding Displays and Exhibits.

I, \_\_\_\_\_, have received a copy of the Guidelines and Policy from the Library regarding Displays and Exhibits and agree to abide by the terms outlined.

It is hereby agreed by the undersigned parties that the Art Circle Public Library, Cumberland County, and the Art Circle Public Library Board of Trustees, the patrons, or Friends of the ACPL will not be held liable for any loss, damage, or theft of any works of art, supplies or materials owned by or in possession of the exhibitor; and that the exhibitor will assume full responsibility for any loss or damage to such items, which may occur from the time of exhibit installation throughout the duration and removal of said exhibit.

Exhibitor: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ (Day), \_\_\_\_\_ (Night), \_\_\_\_\_ (Cell)

E-Mail: \_\_\_\_\_

The Library and/or exhibitor reserve the right to cancel or request a rescheduling of the show as the result of unforeseen circumstances.

Signature of Exhibitor: \_\_\_\_\_

Signature of Library Official: \_\_\_\_\_

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

Approved by the Cumberland County Library Board of Trustees on Tuesday, October 20, 2009; re-approved Tuesday, March 19, 2013.

