

UNIVERSITY LIBRARIES ART GALLERIES POLICY

The University Libraries Art Galleries regularly exhibit art and crafts ranging from watercolors, oils, etchings, graphic arts, and acrylics to sculptures, ceramics, photographs, jewelry, miniatures, baskets, and the book arts. While local and regional artists of all ages, including children in K – 12, may exhibit in the galleries, artists from outside the region and traveling exhibits may also be considered. All exhibitions and displays are approved by the Executive Director of USA Libraries, Director of the Biomedical Library, and/or the Outreach & Communications Librarian of the University Libraries.

Artists interested in exhibiting may contact the Outreach & Communications Librarian and submit sample works, digital images, or a link to the artist's website. Artists may initiate a request by contacting Paula Webb at 251-461-1993 or pwebb@southalabama.edu.

Scheduling shows. Exhibitions and displays are generally scheduled for two months or on a case-by-case basis. (ex. Jan-Feb, Mar-Apr, etc.) The library's exhibition areas are often booked more than a year in advance. Some shows are recurring every year including the Helen Keller children's art show (Gallery Hall, Nov-Dec), Veterans Expressions (ArtSpace@BioMed, Nov-Dec), and an annual exhibition by the Poarch Band of Creek Indians (Rodning Gallery, Nov-Dec).

Matting, framing, etc. Works which will be hung in the galleries must be framed and/or wired so that they are ready for hanging on the library's gallery rail system. Works which will be displayed in the cases on the third floor do not need to be framed but need to be in a presentable format. Artists should consult with the Outreach & Communications Librarian concerning the display of free-standing works.

Security. While the University Libraries cannot provide a security guard, the video surveillance system is used to monitor the exhibit areas, as well as library entrances and exits. The surveillance system has been a very effective tool in safeguarding artworks; however, *it must be understood that the library is not responsible for any theft or damage.*

Sales of art. The library does not sell art; therefore, the artist may place cost and contact information on each piece or on a list of works, etc. If a work is sold by the artist, it normally needs to remain in the show until it is over unless the artist can replace it with another work(s). The library does not charge the artist or take any commission for works an artist sells.

Receptions. There is no requirement that the artist or the library host a reception. Receptions may be scheduled in Gallery 181 or the Mary Elizabeth and Charles Bernard Rodning Gallery. Receptions are approved for the Rodning Gallery on a case-by-case basis. Providing refreshments is the responsibility of the artist; this includes set-up and clean-up. Per university

policy, the artist must use Aramark to provide refreshments for their reception. Visit the Aramark website to learn more: www.southalabama.edu/departments/specialevents/catering.

Responsibilities of the artist:

- Installing and de-installing the works of art as scheduled (unless other arrangements for set-up are approved). The library can provide assistance, but it needs to be arranged beforehand.
- Providing an artist’s statement, description of the show, cards which identify each work in the show and price (if applicable).
- All costs involved in framing, matting, etc.
- Provide digital images of at least three representative works one month before the show. These images will be used for the library’s website and publicity purposes.

Signature_____ Date_____

Name of Exhibit Date of Exhibit_____