

## UNIVERSITY LIBRARIES ART GALLERIES POLICY

The University Libraries 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 the University Libraries. Artists interested in exhibiting may schedule an appointment with Paula Webb (Outreach and Communications Librarian) and bring sample works, digital images, or a portfolio unless they can be viewed on the artist's website. Artists may initiate a request by contacting Paula Webb at 251-461-1993 or [pwebb@southalabama.edu](mailto:pwebb@southalabama.edu). Artists can also complete the USA Libraries Galleries Application found at [www.southalabama.edu/departments/library/librarygalleries](http://www.southalabama.edu/departments/library/librarygalleries).

**Scheduling shows.** Exhibitions and displays are generally scheduled for two months or on a case-by-case basis. The library's four exhibition areas are often booked more than a year in advance. Some shows are recurring every year or every other year, including the Helen Keller children's art show, the Azalea City Quilters and an annual exhibition by the Poarch Band of Creek Indians.

**Matting, framing, etc.** Works which will be hung in the galleries must normally be framed and 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 may need to be matted or mounted on foam boards. Artists should consult with the Outreach and Communications Librarian concerning displaying 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 are 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.

**Responsibilities of the artist:**

- Installing and de-installing his/her works of art as scheduled (unless other arrangements for set-up are approved).
- Providing an artist's statement, description of the show, cards which identify each work in the show and price (if applicable).
- Pay for 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 \_\_\_\_\_