

**ROSEMARY LANE GALERIA
SOUTH CHULA VISTA PUBLIC LIBRARY
ART EXHIBIT POLICY**

I. INTRODUCTION

The Art Exhibit policy is intended to provide guidelines for potential exhibitors and Library staff and outlines, which exhibit space, is available at the Chula Vista Public Library.

II. SPACE

Although very small exhibits are occasionally mounted at the EastLake and Civic Center/Main Libraries, the primary exhibit space for art within the Chula Vista Public Library system is the Rosemary Lane Galeria at the South Chula Vista Library located at 389 Orange Avenue, Chula Vista, CA. The gallery space consists of 98 linear feet of wall hanging space and open floor space of 15 ft x 45 ft with areas of up to 20 ft in height. Gallery hours will be the same as Library hours, which are currently Mon-Tues 10 am to 8 pm, Wed-Thurs 10 am to 6 pm, Fri 12 pm to 6 pm, Sat 12 pm to 6 pm, and Sun 1 pm to 5 pm.

III. SELECTION PROCESS

The facilities of exhibition are offered by invitation of the Exhibit Committee. The Exhibit Committee consists of a minimum of 4 members, the Library Community Relations Manager, a member of the Friends of the South Chula Vista Library, the City of Chula Vista Cultural Arts Coordinator (who will also serve as exhibit coordinator) and a member appointed by the Cultural Arts Commission. Each term of membership will be a minimum of one (1) year. Requests to serve on the Committee as a Commission appointee may be submitted to the Exhibit Coordinator throughout the year.

Exhibit space is available to groups and individuals on an equitable basis. The Committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the Committee is particularly mindful that all segments of the community and all age groups use the display area. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which could lead to breach of peace or which advocates the violation of State criminal laws. It is not the intent that the exhibit space be used for advertising for commercial enterprises or political candidates. The views in the works exhibited are those of the artists and are not necessarily those of the Exhibit Committee or the Library. The Library Director reserves final approval over any recommendation of the Exhibit Committee.

Work to be exhibited will be scheduled by the Exhibit Committee twice a year, in March and September. Applications will be processed on a first come/first served basis, with scheduling priority given to local exhibitors and exhibitors who have not previously presented an exhibit.

Applications shall be completed in detail on the Art Exhibit Application form provided and signed by the individual submitting the application or by an officer of the organization if it is a group application. It is the responsibility of the signatory to be aware of exhibit policies and to communicate these policies to those individuals participating in the exhibit. Along with the application from artists should submit photographic representation of their work. Color transparencies/slides are preferred, but photographs will be accepted. Artists should submit no less than five and no more than twelve images in clear protective sleeves, with the artist's name clearly visible on each image. After initial review, the Committee may request that the artist submit actual samples. The Committee will determine the date and duration of an exhibit but will attempt to accommodate an artist once selected. The length of exhibition will be

minimum of one (1) month up to a maximum of six (6) months. The Committee reserves the right to select individual works or may provide the opportunity for one-person shows.

The Committee seeks to present a variety of diverse exhibitions by local artists in the visual and literary arts and to promote awareness of local artists, the South Chula Vista Library and the Friends of the South Chula Vista Library. Residence in Chula Vista is not required, but may be considered in the selection process. Works of art may be offered for sale, but this is not a requirement and will not affect decisions by the Committee. If a submission is not selected for an exhibit, artists are invited to resubmit new work after one (1) year.

IV. EXHIBITION PROCEDURES

Within two weeks of being notified that a submission was accepted for exhibition, the artist must contact the Exhibit Coordinator to arrange the following: (a) possible exhibit dates, (b) final selection of works to be exhibited, and (c) other deadlines, especially for promotional purposes. All art must be suitably framed, with hanging apparatus (screw eyes and wire) or mounted and stabilized on a pedestal or in a display showcase provided by the artist. All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected. Framed artwork must be installed on the gallery's hanging system and freestanding art within the gallery space. Exhibits must be installed on Mondays, Tuesdays or Fridays between the hours of 8:00 a.m. and 11:30 a.m. unless other arrangements have been made in advance.

The exhibit area is open to the public only during the regular open hours of the Library. Interested artists may arrange for a reception to be held at the library, at their own expense, provided appropriate space is available and the event is open to the public. The Exhibition Committee may ask that the artist participate in a presentation to discuss their work. Participating artists are encouraged to promote their exhibit through invitations and announcements. The Library will arrange for a press release to inform the general community about the exhibit. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, and medium. The Exhibit Coordinator must approve all other promotional materials.

At least two weeks prior to installation, artists are responsible for submitting a completed "Exhibitor Release/Consignment Agreement Form" listing all works that are to be shown, together with the selling price (or "NFS" if not for sale), dimensions, and medium. The listing must include the artist's name, telephone number and instructions for contacting the artist to arrange for the purchase of any artwork. Artists are also requested to include a brief biography and artist's statement. The exhibitor will create all the labels for the exhibition, and a written dialog for every piece in the exhibition that is to be hung with the piece and the label. The library staff will no longer provide this service. The exhibitor will also provide information to create a press release for the Office of Communications describing in detail the exhibition and artist participating.

The exhibitor is responsible for the installation and dismantling of the exhibit as scheduled with the Cultural Arts Coordinator. The exhibitor assumes total responsibility for the transportation of all work to and from the Library. The dismantling follows the same time frame as the installing unless other arrangements are made with the Office of Cultural Arts. If the Library must dismantle an exhibit because it is not removed as scheduled. The Library is not responsible for any damages and the exhibitor will be billed for staff time. The Library does not provide staff to serve as attendants during an exhibit. The provision of an attendant (if desired) is the responsibility of the exhibitor. All exhibitions will be six to

seven weeks in duration and cannot be removed without prior permission from the Office of Cultural Arts.

The Exhibit Coordinator and the committee must be notified of any changes in the information included on the submitted application form or the Exhibitor Release/Consignment Agreement form. Upon receipt of such changes the application should be reevaluated to determine compliance with the provisions of this policy. The Exhibit Coordinator must be notified of all cancellations as early as possible. While the Committee will do its utmost not to interfere with scheduled exhibits, the Committee reserves the right to cancel any exhibit for a Library or City sponsored exhibit. Every effort will be made to give as much advance notice as possible, and the cancelled exhibit will be rescheduled.

V. LIABILITY

The exhibitor must complete and submit the Exhibitor Release/Consignment Agreement Form, which unconditionally releases the City of Chula Vista, its elected and appointed officials and employees, the Exhibit Committee and the Friends of the South Chula Vista Library, from any liability in connection with the exhibit. The City does not accept liability for damages, losses or theft to the materials exhibited. The exhibit space must be left in satisfactory condition. Exhibitors using the space assume liability for damages to City property resulting from said usage, as assessed by the City. The Library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

VI. SALES AND COMMISSIONS

Works of art may be offered for sale, with prices established by the artist. The City will not serve as sales agent, but will provide interested persons with a list of prices and contact information. The artist is responsible for conducting the sale of any work directly with the purchaser. Works that are not available for purchase must be designated 'NFS" (Not For Sale). Works sold must remain on exhibit throughout the designated period. In lieu of a standard gallery sales commission the City requests that in return for the opportunity of exhibition, a contribution equal to 15 percent of the selling price of each work sold be made to the Friends of the South Chula Vista Library.

CHULA VISTA PUBLIC LIBRARY

ART EXHIBITION APPLICATION

Thank you for your interest in exhibiting at South Chula Vista Library. Please complete the following application and return it when submitting slides or photographs to the Exhibition Committee.

Artist: _____ Date: _____

Home Phone: _____ Work Phone: _____

Please describe the work you wish to exhibit. Include any information not readily conveyed by your slides or photographs (details, techniques, unique characteristics, etc). The information you provide here, when combined with our slides or photographs, will form the basis upon which the Exhibition Committee will make its selection.

Please indicate the following:

The ideal number of works you would like to exhibit: _____

The smallest number of works you would be satisfied with exhibiting: _____

The largest number of works you could reasonably exhibit in a comprehensive manner: _____

Is there a time period, which you prefer to exhibit? _____

Have you previously exhibited your artwork elsewhere? Is so, list where and when?

Will the artwork you wish to exhibit be available for sale? _____

- Please follow these steps when submitting samples:
- Submit no less than 5 and no more than 12 images. 35-mm color transparencies/slides are strongly preferred.
 - All images should be placed in clear plastic sleeves with artist name on each slide and sleeve.
 - Remember to include this sheet with slides or photos.
 - Questions? Call the Exhibit Coordinator (619) 585-5627

- Your options for submitting materials:
- Mail To: Art Exhibition Committee, Office of Cultural Arts, 365 F Street, Chula Vista, CA 91910.
 - In Person: Civic Center Branch Library, 365 F Street, during library hours. Please see the Circulation Desk.
 - Other arrangements: Phone the Exhibit Coordinator at (619) 585-5627.

A stamped self-addressed envelope must be included with materials delivered so we may return photographs and materials sent for review.