Library Art Exhibit Information Form

Today’s Date: _______________________

Name of Exhibitor: ___________________________ Phone: __________________

Instructors Name: ___________________________ Phone: __________________
(BFA Students Only)

Date of Exhibit: from ________________________ to ________________________

<table>
<thead>
<tr>
<th>Type of work</th>
<th>Number of Pieces</th>
<th>Estimated value of each piece</th>
</tr>
</thead>
<tbody>
<tr>
<td>Framed Prints</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Paintings</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Framed Photographs</td>
<td></td>
<td>$__________________________</td>
</tr>
</tbody>
</table>

Sculptures

<table>
<thead>
<tr>
<th>Material</th>
<th>Number of Pieces</th>
<th>Estimated value of each piece</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Plaster</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Wood</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Metal</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Paper</td>
<td></td>
<td>$__________________________</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>$__________________________</td>
</tr>
</tbody>
</table>

Description: __________________________________________________________

Estimated Exhibit Value: $_________________

To be used for insurance purposes

Updated August 2014
Library Art Exhibit Policy

1. All Exhibits in the library must be scheduled through the Marketing/Communications Librarian.

2. Library wall space for exhibiting includes the west walls (near the elevators) located on the first floor and the west wall on the second floor (near the elevators). At the time of scheduling exhibitor must identify the area(s) to be used for the exhibit.

3. Exhibitors are required to meet with the Marketing/Communications Librarian before the show goes up to discuss locations and exhibit rules.

4. The Exhibitors are responsible for the setting up and taking down of the art shows. Shows may be set up/taken down only during regular library operating hours. The Marketing/Communications Librarian must be notified in advance of days/times for set-up and takedown.

5. Scheduling of glass exhibit cases, if needed, must be done through Ms. Ann Hodges, Special Collections and Archives, ext. 2301. The exhibitor must notify the Marketing/Communications Librarian when such arrangements have been made and provide the number of cases required. Glass cases will be transported to the display location by library personnel.

6. Permission may be obtained to have a reception table outside of the library located in the breezeway. Requests should be submitted in writing to the Marketing/Communications Librarian (Library Room 116A).

Contact Information:

Jennifer Anderson
Marketing and Communication Librarian
Library Room 116A
Phone: (361) 825-3321
Email: jennifer.anderson@tamucc.edu

Jeff Janko
Library Information Specialist
Phone: (361) 825-2588
Email: jeff.janko@tamucc.edu

Updated August 2014
Library Art Exhibit Rules

1. Exhibit space is reserved on a first-come first-served basis. Requests for reservation must be completed 30 days prior to the exhibit. Exhibitors are encouraged to make requests sooner if possible because space is limited and may be unavailable if not requested earlier. For exhibits occurring in the fall semester, exhibitors are encouraged to request space at the start of the semester to ensure availability.

2. Exact dates for show must be supplied at the time of scheduling. Exhibitors may begin exhibit set-up no more than 5 days prior to the scheduled exhibit start. Exhibit set-up dates must be approved by the Marketing/Communications Librarian.

3. All Exhibitors must complete an Library Art Exhibit Information Form prior to exhibit set-up. Exhibitors must also sign the exhibit policies document indicating understanding of and agreement to follow library exhibit requirements. Forms may be obtained from the Marketing/Communications Librarian. At the time of submission of documents, exhibit dates must be confirmed. Exhibitors may not set up exhibits without submission of required forms.

4. Exhibitors must comply with rules related to art display.
   a. No nails or other hanging devices may be used which require putting holes in the walls. Painting of walls or display panels is not allowed.
   b. Additional lighting is the responsibility of the artist and must be approved by the Environmental Health and Safety Office prior to installation. Installation which requires putting holes in the walls is not permitted.
   c. Artists are responsible for providing all equipment and supplies needed for installing and removing exhibits. The library does not provide hanging equipment, ladders, lights, or other items used in exhibit preparation and dismantling.
   d. If using the display cases, artists must abide by the rules for use of cases (provided by the Special Collections Librarian and University Archivist).
   e. Pedestals or other display platforms are not provided by the library. If needed, the artist is responsible for providing these items.
   f. If exhibit space is damaged in any way, the artist is responsible for the cost of repair.
   g. In all cases ADA requirements must be met. At no time can the exhibit block access to library resources and services or impede easy travel through the area by persons with disabilities.

5. Library policies prohibit food in the library. Drinks in covered containers are permitted. Exhibit receptions held in the library must be scheduled at the time of exhibit scheduling and must follow the library’s food/drink policy.

Updated August 2014
6. All exhibits must be taken down and removed from the library within 72 hours of exhibit close. This includes the removal of artwork as well as any display platforms or additional lighting provided by the artist.

7. The library is not responsible for any loss or damage to artwork or injury to artist and others resulting from installation, placement, public display, removal or transport of artwork.

I have read and agree to abide by the guidelines and policies established for the public display of art in the library. I understand that by signing below I agree to the terms for exhibit in the library.

_________________________________  ___________________
Printed Name       Date

________________________________
Signature

Updated August 2014