

Library Art Exhibit Information Form

Today's Date: _____

Name of Exhibitor: _____ **Phone:** _____

Instructors Name: _____ **Phone:** _____
(BFA Students Only)

Date of Exhibit: from _____ to _____

Type of work Number of Pieces Estimated value of each piece

{ Framed Prints _____ \$ _____

{ Paintings _____ \$ _____

{ Framed Photographs _____ \$ _____

Sculptures

{ Ceramics _____ \$ _____

{ Plaster _____ \$ _____

{ Wood _____ \$ _____

{ Metal _____ \$ _____

{ Paper _____ \$ _____

{ Other _____

Description of exhibition: _____

Estimated Exhibit Value: \$ _____

To be used for insurance purposes

Library Art Exhibit Policy

1. All exhibits in the library must be scheduled through the Marketing/User Engagement Department.
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) as well as the southwest and northwest walls on the second floor. At the time of scheduling the exhibitor must identify the area(s) to be used for the exhibit.
3. Exhibitors are required to meet with the Marketing/User Engagement Department before the show goes up to discuss locations and exhibit rules.
4. The exhibitor is responsible for the setting up and taking down of the exhibit. Exhibits may be set up/taken down only during regular library operating hours unless approved beforehand. The Marketing/User Engagement Department 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/User Engagement Department 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 during the exhibition. Request for a reception must be submitted in writing to the Marketing/User Engagement Department. A detailed list of items to be served must be provided upon the request for a reception. No alcohol will be allowed. No red colored punch may be served. Food items served at the reception must be provided by Campus Catering unless approved by the University Services Department. The exemption form for food items not provided by Campus Catering can be found by clicking this link:
https://universitieservices.tamucc.edu/assets/food_exemption.pdf

Contact Information:

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Library Art Exhibit Rules:

1. Exhibit space is reserved on a first-come first-served basis. Requests for a reservation must be made and the signed contract received at least 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.
2. Exact dates for the exhibition must be supplied at the time of scheduling. Exhibitors may begin exhibit set-up no more than 3 days prior to the scheduled exhibit start. Exhibit set-up dates must be approved by the Marketing/User Engagement Department.
3. All exhibitors must complete a Library Art Exhibit Information Form prior to exhibit set-up. Exhibitors must also sign the exhibit policies document indicating an understanding of and an agreement to follow the library exhibit requirements. Forms may be obtained from the Marketing/User Engagement Department or may be found on line on the library's website. At the time of submission of documents, exhibit dates must be confirmed. Exhibitors may not set up exhibits without submission of the required forms.
4. Exhibitors must comply with the rules related to art display.
 - o 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.
 - o Additional lighting is the responsibility of the artist and must be approved by the Environmental Health and Safety Office prior to installation. Installation of lighting which requires putting holes in the walls is not permitted.
 - o 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.
 - o If using the display cases, artists must abide by the rules for use of cases (provided by the Special Collections Librarian and University Archivist).
 - o Pedestals or other display platforms are not provided by the library. If needed, the artist is responsible for providing these items.
 - o If exhibit space is damaged in any way, the artist is responsible for the cost of repair.
 - o 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. Exhibit receptions held in the library must be scheduled at the time of exhibit scheduling.
6. All exhibits must be taken down and removed from the library within 48 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

Signature

Date