

## **Exhibition Guidelines McAllen Public Library Lobby Gallery**

Proposals for display of artwork in the Public Library's Lobby Gallery must comply with the guidelines set forth in Exhibit I, below:

### **EXHIBIT 1**

1. Proposals must be emailed to Kate P. Horan, MLS Library Director at: [khoran@mcallen.net](mailto:khoran@mcallen.net) and must include the following:
  - *1. Artist name 2. Address 3. Email 4. Telephone number 5. Website/social media 6. Exhibition title 7. Proposed installation date 8. Proposed de-installation date 9. Photographs of all artwork in the proposed exhibition with indication of how photographs will be submitted (i.e., as attachments, on a portable drive, or on a website, with the link provided);*
  - *Artist's Biography in English and not to exceed one page in length;*
  - *Artist's Statement in English and not to exceed one page in length;*
  - *Representative .jpg image for promotional purposes and a List of each work in the exhibition with its respective value.*
2. McAllen Public Library reserves the right to select proposals for display of artwork in the Library's Lobby Gallery.
3. The proposed exhibition must be comprised of 20-25 works, depending on the size of pieces, and must reflect coherence of topic or style, and be ready to hang.
4. Proposed artwork must be for a general audience.
5. Artwork must be the artist's or artists' original work. Group shows will be considered if they reflect a consistent theme.
6. Artwork must be wall pieces, such as paintings, drawings, photographs, printmaking, or low relief sculptures.
7. Artists are responsible for creating and installing text labels to accompany the artwork.
8. Prices will not be posted alongside the work. The Library will direct prospective buyers to contact the artist for sale arrangements.
9. Artists or the artist's designee must install and de-install their own exhibition, using only Library-approved hardware, which will be provided by the Library.
10. Artwork must be framed or finished at the edges and not have protruding parts that would interfere with traffic or invite vandalism. Delicate surfaces, such as works on paper, must be protected.
11. No works included in an exhibition shall be removed from the Lobby Gallery before the final day of the exhibition, unless otherwise agreed to by the Library Director.
12. By displaying artwork in the Library Gallery, artists agree that all works in their exhibition may be photographed, videotaped, telecast, shared on social media, and reproduced for fair use purposes, such as, exhibition publicity or educational purposes.

13. Artists displaying artwork in the Library Gallery will be required to execute a Waiver and Hold Harmless Agreement, which the Library will provide.
14. The Library will notify artists by email if their proposal has been selected and will also provide them with an exhibition schedule.

By displaying artwork in the McAllen Public Library Gallery, I \_\_\_\_\_  
agree to comply with all McAllen Public Library Lobby Gallery Guidelines.

Date: \_\_\_\_\_