

Pflugerville Public Library
Art Exhibit Policies & Procedures

1. Application Process

- Confer with the Library Director as to the dates of the next open show. Typically these run 8 weeks, with accommodation for holidays. While one-person shows may be accommodated, most shows will include an organization or multiple artists.
- Complete & return signed copies of Art Exhibit Application, Art Exhibit Policies & Procedures, and Waiver of Release/Liability to the Library Director.

2. Delivery & Pick-Up of Artwork

- Art shows will be hung on specified Friday afternoons between 1:00 & 6:00pm, unless prior arrangements are made with the Library Director.
- Artists are responsible for delivering the art to the Library and seeing that it is unpacked. With advance notice, contingent upon availability of staff, the Library may assist in moving art within the building. However, the Library staff will not load or unload art from vehicles.
- Artists are responsible for taking down their art when agreed. They will provide appropriate boxes, crates, & packing materials. Library staff may not assist in the packing of art.

3. Hanging

- The art must be capable of being hung on a wall; the Library cannot accept pieces that must be displayed on shelves, tables, or plinths.
- The Library is equipped with a flexible hanging system consisting of wires with various clip fixtures hanging from a secured set of rods. Art for temporary display must be hung with this system. Nails, glue, tape or any other matter that could mar the walls or paint is strictly prohibited.
- The Artist is encouraged to come preview the Library's gallery facilities. Under the Library Director's supervision, the artist and/or group of artists will hang the show. The art hanging should be accomplished within a five hour period.
- The Library will not move any permanently existing artwork for the placement of a temporary exhibit.
- The Library will not provide additional lighting for displayed artwork.

4. Opening Reception

- The Library will allow the artist(s) to host a reception for the opening of their show, preferably on the Sunday afternoon following its hang date. Food will be allowed as well as non-alcoholic beverages. Otherwise all meeting room policies will be in effect.

I have received a copy of the Art Exhibit Policies and Procedures and agree to comply with each specification.

Signature of Artist/Responsible Party

Date