

# **Bonner Springs City Library**

## **Exhibit Policy**

Last revised by the Bonner Springs City Library Board of Trustees on August 13, 2020

### **Purpose**

To enrich the lives of its patrons and serve as a cultural center for the community, the Bonner Springs City Library offers exhibit space for public use that includes a gallery wall, a children's display case, and a foyer display case. There is no charge for use of the exhibit spaces, and no fees will be charged to view library exhibits or displays.

### **Selection Criteria**

#### **Major considerations:**

- Importance/relevance to community (priority given to but not limited to local artists)
- Variety of media and styles
- Aesthetic quality and technical quality
- Condition, size, weight or fragility of the objects proposed
- Appropriateness for viewing in a public library setting
- Preservation of library's mission

Artists, organizations or collectors who would like to have an exhibit must submit an application. Proposing an exhibit or display does not guarantee that the exhibit or display will be accepted.

Exhibition of art does not constitute endorsement of artists', organizations' or collectors' viewpoints.

### **Selection Process**

Applications may be submitted at any time. Applications will be reviewed and exhibitors chosen by the Library Director and a staff member, in consultation with community members if further input is deemed necessary. Upon approval, dates for exhibition will be set and the applicant will be notified. The Library reserves the right to approve or reject any proposals that it receives for review and to reschedule or postpone exhibits as rare circumstances may demand.

One exhibit per group or individual is allowed every two years for the gallery wall and/or children's display case, and every year for the foyer display case. Library exhibits will always have precedence, and exceptions may be made for the schools.

## Guidelines

- The gallery wall space will be available on a bi-monthly rotating basis except for the months of June and July, which will be reserved for the Library's summer reading program displays.
- For the children's display case, the Library will give priority to children's art when available, on a monthly basis. This case may also be used in conjunction with the Gallery wall for 3-D art; if so used, it may be used on the same 2-month rotating basis as the gallery wall.
- The foyer display case will be available on a monthly rotating basis.
- Gallery wall dimensions: 95" (h) x 338" (w).
- Children's display case dimensions: 46" (w) x 42" (h) x 14.5" (d)
- Foyer display case dimensions: 70" (h) x 67" (w) x 16" (d).
- Gallery walls MUST use Library-supplied hanging hardware or T-pins. No nails are permitted in the wall.
- Two-dimensional art must be ready to hang.
- No adhesives may be used to hang art on the back wall of the children's display case; any hanging art must use wire attached to existing hardware.
- Exhibits must be put up and removed for the agreed upon length of display. Any display left longer than that may be removed by Library staff and stored until picked up by the exhibitor.
- Responsibility for setting up and dismantling exhibits lies with the exhibitor.
- All work should be tagged on the back or bottom with title and/or business cards.
- Exhibitors may not sell their work at the Library; there is no commission fee.
- Exhibitors may provide business cards, other contact information, and/or a brochure describing their exhibit.
- Biographical information and samples, photographs and/or color copies of artworks may be requested.

**Bonner Springs City Library assumes no responsibility for the preservation, protection or possible damage or theft of any item exhibited or displayed. All items placed in the Library are done so at the owner's risk.**

**Bonner Springs City Library  
Art Gallery Wall or Community Display Case Application**

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work or Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Web Site Address \_\_\_\_\_

Display area requested:

\_\_\_\_\_ Gallery Wall (2-dimensional art)

\_\_\_\_\_ Foyer Display Case (3-dimensional art)

\_\_\_\_\_ Children's Display Case (2- or 3-dimensional art)

Average size of work

\_\_\_\_\_

Approximate number of pieces available for exhibit

\_\_\_\_\_

Description of work

\_\_\_\_\_

\_\_\_\_\_

Preferred month(s) to exhibit

\_\_\_\_\_

Other information

\_\_\_\_\_

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*I have read, understood and agree to abide by the Library's Exhibit Policy. I agree to assume full responsibility for the exhibit and to ensure that it is set up and removed in a timely fashion.*

Signature: \_\_\_\_\_

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

**Please return completed application to:**  
**Bonner Springs City Library**  
**Attention: Gallery Coordinator**  
**201 N. Nettleton Ave**  
**Bonner Springs, KS 66012**

For Library Use:

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation sent by: \_\_\_\_\_ Date: \_\_\_\_\_