



COOS BAY PUBLIC LIBRARY

525 Anderson Avenue,

Coos Bay, OR 97459

(541) 269-1101 | coosbaylibrary.org

ART EXHIBIT POLICY

Art exhibits are provided to enhance and increase community appreciation of the arts, including those of an educational and/or historical significance, and to help local and regional artists increase their public exposure.

Exhibits in the lobby cases or on the library walls are visible to children and adults with varying degrees of sophistication. Materials of the exhibit should be chosen and arranged by the artist with this in mind.

Exhibits are normally scheduled for a period of one calendar month. It is not the intent of the library to provide permanent or continuous exhibits. Exhibit space is available to individuals or groups. The exhibit area is available on a first-come first served, advanced reservation basis. Reservations are to be made through the Library Director or designee. Sample pieces of the art may be required for review before scheduling an exhibit. The Library Director can deny any art exhibit that does not meet the policy.

The library exhibit area is located across from the main circulation desk and in the lobby cases. All works of art must be suitable for exhibition and must be neatly and accurately labeled by the artist. The artist or artists will be responsible for setting up the exhibit using the art hanging system provided by the library. Pins or tape may not be used to attach materials to painted or wooden surfaces. Consideration should be given to the arrangement of the display to emphasize the art without constricting use of the library and without creating a safety hazard.

The library will submit public service announcement to local media for exhibits. Artists should provide publicity material to the Library Director two weeks prior to opening of the exhibit. This may include artist's statement or biographical material and a description of the works to be exhibited. A high-contrast photo of the artist and/or of the artist's work may be submitted for possible newspaper coverage.

Artists must furnish the library with a list of items to be displayed along with the value of each for insurance purposes. Works of art are covered by a library insurance policy, subject to the limits of that policy. There is a \$1,000 deductible requirement for loss or damage for which the artist would be responsible.



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Prices for art pieces may be posted. Transactions for the purchase of exhibit items shall be directly between the buyer and the artist. The artist must post their name and contact information if works are for sale so a buyer may contact the artist directly. The library shall receive no fees, commissions or other remuneration in connection with the sale of exhibit items. No exhibit material sold may be removed from the exhibit before the end of the exhibit period unless the library approves such removal and the rearrangement of the display. Acceptance of material for display does not imply approval or disapproval by the library or the City of Coos Bay of the ideas or opinions expressed.