



*More than books.*

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## ART EXHIBIT POLICY

### I. Introduction

The Art Exhibit Policy is intended to provide guidelines for potential exhibitors, library staff, and volunteers.

### II. Exhibit Space

The art exhibit space within the Manheim Township Public Library is in the Morgan Program Center and hung through out other areas of the facility. The Library is located at 595 Granite Run Drive, Lancaster, PA. The track and rail hanging system encompasses approximately 530 linear feet. Exhibits are open to the public during library hours and are currently Monday, Tuesday and Wednesday from 10am-8pm, Thursday and Friday from 10am-5pm and Saturday from 9am-4pm. However, if the Morgan Center is in use, visitors must wait until the space is unoccupied.

### III. Selection Process

The facilities of exhibition are offered by invitation of the MTPL Art Committee and Foundation Board of Directors. Prospective artists should submit an application, resume, and ten (10) digital images of their work to the Emily Neff, MTPL Art Committee Administrator, [eneff@mtpl.info](mailto:eneff@mtpl.info) or to her attention at MTPL, 595 Granite Run Drive, Lancaster PA 17601. Applications presented without images and a resume or artist's statement will not be considered.

Applications shall be completed in detail on the "Application for Art Exhibit" form provided and shall be signed by the individual submitting the application or by an officer of the organization if it is a group application. It is the responsibility of the signatory to be aware of exhibit policies and to communicate these policies to those individuals participating in the exhibit. **The Committee reserves the right to select or reject any individual, any group or select works by said individual or group for any reason.**

### IV. Exhibition Procedures

The length of exhibition will vary between four (4) and twelve (12) weeks. Upon acceptance for exhibition, the Art Committee will contact the artist to arrange possible exhibit dates and final selection of works to be exhibited. All work must be suitably framed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected.

The exhibit area is open to the public only during the regular open hours of the library. Interested artists may arrange for a reception to be held at the library, at the artist's own expense. Serving of wine at the reception is permissible with the approval of the library director. The Art Committee may ask that the artist participate in a presentation to discuss their work. Participating artists are encouraged to promote their exhibit through invitations and announcements. The Library will arrange for press releases to inform the local community about the exhibit. Permission to photograph and reproduce any work accepted in the exhibit for publicity purposes is considered granted unless otherwise stated in writing. For each work, the Art Committee provides a display card or title label indicating the name of the work, artist's name, media and price. The artist must make a list of prices available to the public. A 20% donation to the library endowment fund will be collected on items sold during the show.

The exhibitor assumes all responsibility for transportation of work to and from the library. The Art Committee will coordinate the date and time of exhibit installations. An agent of the Art Committee will be responsible for the installation and dismantling of the exhibit. The artist may be present. An Art Committee representative will also assist in dismantling, if desired. Exhibitors are responsible for removing artwork from the library within three days of the close of the exhibit. The library does not provide staff to serve as attendants during an exhibit.

The Art Committee must be notified of all cancellations as early as possible. While the Committee will do its utmost not to interfere with scheduled exhibits, the Committee reserves the right to cancel or shorten the length of an exhibit for a library or community sponsored exhibit or event. Every effort will be made to give as much advanced notice as possible, and the cancelled exhibit will be rescheduled.

## **V. Liability**

The exhibitor must complete and submit the Exhibitor/Consignment Agreement Form which unconditionally releases the Manheim Township Public Library, the Manheim Township Public Library Board of Directors, library employees and volunteers, Art Committee members and Friends of the Manheim Township Public Library from any liability in connection with the exhibit. The library does not accept liability for damages, losses, or theft of the materials exhibited.

## **VI. Sales and Commissions**

Works of art may be offered for sale with prices established by the artist. Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold may remain on exhibit throughout the designated period. Purchases of artwork may be made by check, cash or credit card. All prices are to be rounded to a whole number. 80% of the sales will be given to the artist; 20% of the sales will be donated to the Manheim Township Public Library Foundation.