

# EXHIBITING AT THE GEORGE F. REYNOLDS LIBRARY

## **Application Process**

A selection committee will review the applications based on: 1) Creativity; how dynamic the installation will be in addressing the needs of the call, 2) Feasibility; the qualifications of the applicants and ability to carry out the work proposed, 3) Community connection; topics addressed are relevant to local community and include collaboration with local individuals/organizations, 4) Planned participatory elements to activate the space.

## **Exhibition Agreements**

The exhibitor (whether individual artist, artist's agent, or organization) is required to read and sign a copy of this Exhibition Agreement. An exhibition is not considered confirmed until this signed agreement is returned.

## **Delivery of Artwork**

Exhibitors are responsible for delivery and pick up of all materials and artwork for the exhibit and assume all costs and risks of shipping. Artwork drop-off and installation must be done during library hours only. Library staff have final decision on all aspects of installation. The library is not able to store loaned materials before or after the dates of installation and exhibition. Insurance of loaned materials is scheduled to begin and end on the dates specified in the exhibition agreement. Exhibitors are expected to be prompt in their delivery and retrieval of loaned materials. An inventory of artwork must be provided to the library prior to installation. No artwork will be added to exhibitions after the opening date.

## **Condition Assessment**

Upon arrival and during the week of installation as works are unpackaged, library staff will evaluate the condition of artworks. Any damage to materials will be noted and the exhibitor may be called upon to make repairs or offer other alternatives. As artworks are expected to be delivered installation-ready, wiring or other hanging systems will also be reviewed on 2D work. Any specialized instructions on 2D or 3D (regarding handling and/or installation) should be noted and communicated to library staff prior to delivery. If the exhibit coordinators are not the artists themselves, they will be expected to clearly communicate the hanging system requirements to all artists submitting work for the exhibit.

## **Curatorial Discretion**

The library reserves the right to refuse to exhibit or remove from an exhibition any work or group of works that library staff deem unacceptable for any reason and at any time. Cause for removal may include (but is not limited to): a) poor craftsmanship, b) significant departure from proposal or design, c) factual error, d) safety and operational concerns, or e) violation of any Boulder Public Library District Policy. Library staff reserve the right to refuse installation of any work that

is deemed unsafe or potentially damaging to the gallery space. Exhibitor will be notified and have 48 hours to remedy display.

### **Installing Work**

Library staff require a representative(s) from the applicant team to conduct the installation. If applicant is not able to install on their own, this must be indicated by checking the appropriate box at the end of this agreement to request more involved assistance. Library staff will be available to share tools, including ladders, as well as consult on installation ideas/techniques. The library will use reasonable care to guard against damage to loaned materials. It is understood that all tangible objects are subject to gradual inherent deterioration for which the library cannot be held responsible. Exhibitor shall be responsible for damages that occur to the artwork or to the library during installation. Library staff will share best practices to minimize damage to the walls, exhibitors may be responsible for repairs when installing without these considerations. Damage to the space may include removing or chipping wall paint, holes in gallery walls, cracks or large scratches in display pedestals or plexiglass bonnets, damage to hanging system wires, hooks, or tracks. Price for repair of damages will be based on fees assessed by contracted painters or other repair people.

### **George F. Reynolds Exhibition Space Info**

Several walls at GRB are equipped with a track hanging system which exhibitors are expected to use. GRB can only accept 2D artworks. The use of nails, staples, or screws is strongly discouraged. **Artwork that arrives for installation that does not meet these outlined requirements will not be allowed to be installed and must be removed from the Library until proper hanging hardware has been installed – please plan accordingly!**

The hanging system has four main elements:

- wires of varying lengths
- tracks along all gallery walls
- wire hanger sliders (wires are threaded into these sliders and inserted into tracks)
- pushbutton hooks that slide onto the wires. The placement of the hooks can be adjusted by depressing the button on the top of the hook.



*Hook on wire*



*Slider in track*

During installation, wires that are longer than needed should be coiled and taped behind artworks, NOT cut to length:



**Frames & Installation Hardware**

2D artwork is expected to be ready to install on the walls upon delivery to the Library. Work such as drawings on paper or photographs must be presented within a frame or mounted to a hard backing onto which the hanging wire is attached. Exhibitor is responsible for any printing, framing or preparations of their artwork. The library does not provide installation hardware (rings, screws, nails, wiring, etc.) to be mounted onto the artworks or loaned materials. Ideally, all artworks to be displayed will have a hook or hanging method built into the frame/backboard. Installations that require unusual set-ups, including hanging from the ceiling should be noted in the application.



For **light pieces and foam boards**, notched adhesive hang tabs are advised or similar hooks. No duct tape, wires, strings or high hooks (visible when mounted).

For **framed and heavier items** with wired backs, library hanging system hooks should be located approx. 1/3 of the way down the frame to keep it flush with the wall. The hook or wire needs to be far enough down on the frame so that the hanging system hook is not visible, but not farther than 1/3 of the way down the back.

The hanging wires should be located approximately no lower than 1/3 of the way down the back of the frame (higher than 1/3 is acceptable). This helps the artwork hang flush with the wall since it is hanging on a wire and can pull away from the wall if the wire is located farther down the frame's back.



*Example: Incorrect placement of wire will result in artwork that will tilt off the wall excessively. This is unsafe when work is displayed in hallways or ramps where library patrons may travel.*



*Preview of how the metal hook system will be attached to the back of all 2D art through the hanging wire. Artwork that does not have a hanging wire prepared on the back will not have a secure place for the hook to attach.*

**Exhibition space photos and dimensions:**



Tracks in the 4 spaces above are 39 inches long with 86 inches between the track and the floor. The space pictured below has a 69 inch track and 86 inches between the track and the floor.



## **Insurance**

The exhibition agreement provides for insurance coverage of the Exhibitor's artwork while it is in place during the week of installation, the run of the show and the final day of dismantle.

Boulder Public Library District (BPLD) will insure objects against all risks of direct physical loss or damage from any external cause during the duration of the loan, from the agreed installation date to the agreed de-installation date, while the object is on BPLD premises. Coverage will be for fair market value, which must be established and submitted to BPLD prior to the installation date and has a limit of \$2,500. Objects that have no submitted value upon installation are excluded from this agreement and coverage. Please submit an Art Inventory of items and value prior to installation.

This agreement excludes loss or damage due to such causes as normal wear and tear, gradual deterioration, vermin, inherent vice, insurrection, confiscation by public authority, risks of contraband or illegal transportation of trade, terrorist attack and nuclear reaction. It also excludes damages incurred as the result of inappropriate installation hardware, which does not follow established BPLD guidelines.

Because BPLD does not have available storage space, exhibitors must pick up loaned objects promptly on the date of removal stated on the exhibition agreement; if any loss, damage, or destruction occurs after that date, BPLD will not be responsible, and BPLD's insurance coverage will not apply. For coverage purposes, it is important that exhibitors provide accurate fair market values. In the event of loss or damage, an acceptable appraisal may be requested to document the object's fair market value. The appraisal is the responsibility of the exhibiting party, and any associated costs will not be covered by BPLD.

## **Liability Waiver**

If it is determined by the library staff that a particular artwork is in significant jeopardy for breakage and/or theft, that piece may either be removed from the show, or be re-installed in a different manner to minimize the risk. Artworks and installations that pose a risk to the public or the library building will not be allowed under any circumstances.

## **Lighting**

Lighting of exhibits can be done during installation in collaboration with the exhibitor. Adjustable track lighting is in place along the Arapahoe ramp.

## **Labels and other graphics**

**Panel:** Library staff will make the introductory panel for the exhibition at the George F. Reynolds Library. FINAL content (text that includes the title, dates and description + any hi-res images/graphics) must be received at least three weeks prior to installation for staff to complete the design process. The library will pay for printing, or print in-house, as this is typically 11"x17" and put in an acrylic holder.

**Labels:** Labels are your responsibility. It is advised to print on cardstock (Avery type labels don't stick well, and often fall off, due to a slight texture on the walls). The library has adhesive squares available that work well to stick labels to the walls. Labels should include the artist, medium and title. These are typically 4.25"x2.5" (unless you have a longer description to include also) and a simple font like Arial is recommended (use font weights – regular, bold, italic, etc. as needed).

### **Maintenance**

Depending on the proposal, some elements of an exhibition may require maintenance. Examples include making activities, comment boards etc. Library staff have very limited capacity to do daily checks in the space to restock items. Exhibitors should plan maintenance into their workflow to ensure items on the ramp stay refreshed and in working order. Items not maintained may be removed.

### **Photography/ Use of Images**

The library may utilize photographs provided by the exhibitor or take photographs of the exhibited artwork for use in promoting the exhibit, or for use at any time in the future to promote free cultural programming provided by the Boulder Public Library District.

The library cannot prevent and is not responsible for preventing members of the public or the media from photographing art displayed in the Library.

### **Programming**

Programming associated with exhibitions at the George F. Reynolds Library is not always possible given limited staff capacity. If programming was part of an initial proposal for the Canyon Gallery, please discuss options with library staff for feasibility.

### **Publicity**

Exhibitors are asked to submit 2-3 sentences describing the exhibition, along with 2-3 images representative of the exhibition as soon as possible. The library promotes exhibitions in its printed program booklet (print deadline at least four months out), online on social media, the library e-newsletter and on the library website. If exhibitors would like to do additional programming, please contact library staff for any logos and recognition information – gallery programs are funded by the Boulder Library Foundation.

### **Receptions**

Receptions for exhibitions at the George F. Reynolds Library are not possible due to the highly trafficked nature of the space and staff capacity.



## **Sales**

The library is not a selling agent, nor does it take any commission from sales of exhibited materials. Purchases must be contracted directly between the potential buyer and the exhibitor or a sales representative contracted by the exhibitor. If an exhibitor wishes to sell their works, a price list is supplied throughout the run of the show to allow patrons to contact the artist or agent. Purchased artwork is expected to remain in the exhibition through the run of the show with release to patrons following the last publicized day of viewing in the exhibition.

## **Technology**

The exhibition space does not offer easy access to electrical outlets – digital components are highly discouraged for this space.

## **Storage**

The library is not able to provide storage before or after an exhibition for artworks or packaging.

## **Risks**

I, the undersigned understand and agree to the following:

1. I acknowledge that there are dangers and risks incurred as a result of participating in activities connected or associated with installing art exhibits; and I knowingly assume all risk for any injuries, death, damage or loss to my person, including but not limited to: falling down, tripping, bumping; back, bone, joint, head, neck, muscle or spinal injuries or strains; cuts, scrapes; choking; allergies; heat stroke, heat exhaustion, sunburn or other injuries; and/or any damage or loss sustained to my personal property.
2. In the event of any emergency, I authorize Boulder Public Library District officials to secure from any licensed hospital, physician and/or medical personnel any treatment deemed necessary for my immediate care, including ambulance transport. Further, I agree that I will be responsible for payment of any and all medical services rendered.
3. I agree to pay for any intentional damage sustained to Library property as a result of my participation in activities. Payment shall be made directly to the Boulder Public Library District within thirty days of receipt of damage invoice.
4. I waive and relinquish all claims I may have as a result of my participation as an art installer against the Boulder Public Library District and its officers, agents, servants and employees. Further I agree to indemnify, defend and hold harmless the Boulder Public Library District against any claims already made and claims that may be made in the future.
5. This Acknowledgement of Risk and Release is valid for a period of 1 year from the date executed below.

## **De-installation**

De-installation should take place during regular library hours. No early removal prior to established date. Unless discussed prior to show and professional installer hired, all exhibitors are expected to complete de-installation and remove all hanging hardware. The library has no

secure storage for artwork held temporarily. In addition, the insurance aspect of the exhibition agreement is scheduled to end on the indicated dismantle date.

**Agreements:**

- I understand the guidelines and risks listed above.
  
- I will need assistance with installation. (Library staff always bring out installation materials and orient presenters to the gallery hanging system, this box is to determine a need for more hands-on hanging assistance throughout the installation).

Dates of Exhibition (dates will be determined by exhibitor and Library staff prior to the signing of this agreement. Changes in these dates must be approved by staff):

Drop-off of artwork and installation (1-3 days):

Opening date of exhibition

Closing date of exhibition:

De-installation (1 day):

Signed \_\_\_\_\_ Date \_\_\_\_\_