

ART GALLERY GUIDELINES

Artists displaying at the library have the entire month to showcase their work in the gallery space, from the first day until the last.

Artists will not put their work up before the first of the month, nor will they take their work down after the last day of the month. If the work has not been taken down by the first day of the next month, it will be removed by staff and stored until the artist can pick it up.

If the artist is using the wall space, work must be wired in order to be displayed correctly (framing is not necessary). The work must fill the entire three walls of the space: the wall facing the Kids & Teens department as well as both walls in the elevator hallway.

If the artist is using the display cases, they may book one or both cases. The shelving is adjustable and removable as needed.

We do not allow pricing to be publicly posted in the library. Artists may leave a price list with the staff in charge of the gallery (Theresa Papaurelis), which will then be kept at the Checkout Desk in the lobby as well as in Administration.

Artists have wall-mounted sign-holders at their disposal in a standard letter size (8.5x11") in the gallery space. This is typically used for an artist statement or description of the work. There is also a slot for business cards. There are two sign-holders for the wall space, and one sign-holder per display case.

If you have any questions about these guidelines, please contact Theresa Papaurelis at theresap@ippl.info or by calling 630/887-8760 ext. 248.

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