



Gallery Display Policy

Webster Groves Public Library invites local and regional artists to display their works in the gallery space on the Main Floor of its building. Interested artists may fill out the attached application, which will be considered by the library. If selected to display work in the library's gallery, artists must be aware of, and abide by, the following rules.

1. The library's gallery is for display purposes only. Artists cannot conduct sales or advertise works for sale at the library. They may supply their name and contact information, in case interested parties want to contact them and discuss sale conditions.
2. The library's liability insurance will cover loss or damage to works. However, if artists believe any or all of their work to be of significant monetary value, that should be discussed with the library before installing it in our gallery.
3. The dates for a display will be arranged as per the enclosed application and acceptance form. Unless by special arrangement, no artist's work will remain on display for less than 30 days or more than 60 days.
4. Displays should be put up by Library closing time on the first day of the display month. Displays must be taken down and removed from the premises by Library closing time on the ending display date. Any artwork not taken down and removed by the end of the show may be taken down and removed by the Library, and the Library, its staff, Library Director and Board of Trustees shall not be held responsible for any damage to said artwork due to said take down and removal.
5. The library has art rails for the display of paintings. Artists will be required to use these. No additional holes may be made in the walls to hang paintings. The hallway where the Gallery is located provides little space for free-standing displays, easels, stands, etc., so these are strongly discouraged. If artists want to feature any such displays, they should discuss this with library staff prior to installation.
6. The library will have a sign noting the name of the artist and the name of the display, but does not provide labels or signs identifying works. These are the responsibility of the participating artist, and all works are assumed to be 'exhibition ready.' Labels may be affixed to the wall by each work, but only with removable adhesives that will not damage paint. The cost to repair any damage caused by tape or glue will be charged to the artist.
7. The Library reserves the right to supervise the selection of pieces of art, to determine the opening and closing dates and duration of the exhibition, and to determine the method and manner in which said exhibition is publicized or announced for public viewing.
8. If desired, the artist(s) may hold a reception to celebrate the opening of the exhibit. The usual time for the reception is the first Friday evening of the display month. The library will provide tables. Any refreshments are the responsibility of the artist(s).



Art Gallery Application and Acceptance Form

Name of Artist: _____ Date: _____

Address: _____

Phone Number: _____ E-mail: _____

Describe the type of work to be displayed (please include photos of some of your work, or links to where it can be viewed online):

How many pieces would you like to display? (Maximum number dependent on available space)

For how long? (Minimum 30 days, maximum 60 days) _____

If your application is approved, how soon could you mount your exhibit? _____

I have read the attached Gallery Display Policy and agree to abide by all of its conditions:

Signature _____

Please contact Deborah Ladd at (314) 961-3784 or dladd@wgpl.org if you have any questions.

FOR LIBRARY REVIEW:

ACCEPTED? YES NO

Proposed dates for exhibit: _____