



Thank you for your interest in exhibiting at The Naples Library. We offer a unique opportunity to showcase your artwork and collectibles. Our galleries are located in the Community Room on the lower level of the building and in our Children's Area and Reading Room on the first floor. We encourage you to take a self-guided tour of the space prior to applying so that you are familiar with size limitations. Your exhibit will be viewed by people of all ages. Diversity is encouraged; however, subject matter must adhere to The Naples Library's Mission and policies.

The Naples Library accepts applications from individuals and organizations wishing to exhibit their materials in the library. The Naples Library's Exhibit Application must be filled out completely and signed. You must also submit a digital image of each piece you would like to exhibit.

Mission: The Naples Library provides all residents of its service area with a wide variety of resources, materials, technologies and programs in order to increase the knowledge of our community, satisfy curiosity and create young readers.

Our Vision Statement: The Naples Library will inform, inspire, educate and entertain area residents of all ages, in an easily accessed, resource rich environment.

Consideration Process:

Applications are reviewed by The Library Director once a month. Criteria for consideration include artistic quality, coherent themes, and a contribution to diverse programs for the year. Applications and materials will be evaluated for compliance with this guideline, practicality of exhibit, fair access, and public benefits.

Exhibits accepted for gallery space will be given a timetable for setup, display, and removal. It is the artist's responsibility to transport, set up, and remove artwork.

The Library Director does not guarantee a specific exhibit date, and more than one show may occupy gallery space at the same time; however, a specific date will be assigned prior to any exhibit.

Selection:

The Naples Library exhibition spaces may not be used for overtly commercial or political purposes, for the solicitation of business, or direct fundraising. The Naples Library does not necessarily advocate or endorse the viewpoints of exhibitions or exhibitors.

The Library Director reserves the right to remove any exhibit at any time. The exhibitor cannot substitute other pieces for those approved by the Library Director/ Manager, nor transfer their scheduled exhibit to another person or organization.

Liability:

Although The Naples Library is monitored by security cameras, The Naples Library is not responsible for the care and safety of the works displayed. The artist understands that his/her work will be displayed in a public building that is open to all members of the community. At the conclusion of an exhibit, the artist is responsible for removing the exhibit material. In the event that exhibit pieces are left on premises, and/or the artist fails to remove his/her work, the library will make every attempt to contact the artist. If material is left onsite for a period of one (1) month after the conclusion of the display, the library may sell, transfer or destroy the object.

Publicity:

All press releases and publicity materials must be submitted to The Library Director prior to publishing. The library requires the use of its logo as well as the following statement on all publicity materials: *The Naples Library is accessible to people with disabilities. To request specific accommodations, contact the Library Director at (585) 347-2757 ten days prior to the program.* The library will provide publicity via the library's website. Accuracy of the information provided is the responsibility of the artist. Any attempt to provide false information may result in the removal of the exhibit.

Gallery receptions are the responsibility of the artist. Information regarding dates, fees, and setup is available through the Library Director.

Exhibit Mechanics:

Exhibitors must bring all artwork to the library presentable and ready for hanging. Exhibitors must provide frames for the artwork complete with hooks or wires that will support it securely and protect library walls. Exhibitors must use existing hanging systems in the library, and cannot install any attachments to the walls, including tape or other adhesives. The Library Director will schedule specific times to set up and remove the materials. These times will be scheduled during normal library operating hours.

Materials may only be exhibited in the areas designated by The Naples Library. The Library Director may instruct exhibitors concerning the exact placement of individual pieces.

The Naples Library has a wire cable suspension system. Individual pieces up to 100 lbs. can be displayed. An unlocked display case is also available for smaller, three-dimensional pieces.

This disclaimer will be posted in display areas: *This exhibit area is available for use by community groups and individuals. The Exhibits are not intended to express the views of the library or its staff. They represent the views of the group or individual preparing the exhibit.*

Sales of Exhibited Artwork:

Any sales must take place between the artist and buyer outside library premises, with no direct involvement of the library staff, the Naples Library, or the Library Director. All items must remain on exhibit in the library until the end of the exhibit period.

Sculptures:

Sculptures may be exhibited independently of hanging artwork as space allows, to be determined by The Library Director.

Reconsideration of Exhibits:

Those who object to the content of any exhibit may submit a comment card, which will be reviewed at the next regular meeting of The Board of Library Trustees.

Adopted 8/19/2020