



2017 ARTIST APPLICATION

Dear Artist,

Thank you for your interest in exhibiting at the Bangor Public Library, beginning July 2017. We have four areas available for shows: the Lecture Hall (third floor), the Stairwell Gallery (second floor), Stairwell Gallery Extension (second floor), and the Cyr Gallery (third floor).

Attached is an application for review by our Art Panel. The Panel is made up of volunteer artists that live or work in the Bangor area. You will need to submit five photographs, scans, or digital copies of your work. The application must be received by the Library by **Friday, April 28, 2017**. The Panel will select the artists and groups. The Library will notify you of the decision in early **May 2017** for the exhibitions beginning in **July 2017**.

Please fill out the application completely and read and sign the enclosed Exhibit Policy. Send these items by **April 28th** with your photographs, scans, or copies to Hannah Young (address below). You will not need to fill out the Exhibit Description form until your exhibit has been chosen and a date for it has been fixed.

If you have any questions, please ask. Again, thank you for your interest in the Library.

Sincerely,

Barbara A. McDade

Director, Bangor Public Library

Exhibition Application

Questions? Contact: Hannah Young, 207-947-8336 or Hannah.Young@bangorpubliclibrary.org

Date: _____

Exhibitor Name: _____

Contact person, if applying as a group: _____

Address: _____

Phone: (_____) _____ . Email: _____

Previous Exhibits: _____

Title of your exhibit (this will be used to help promote):

Medium: _____

Estimated number of works to be shown: _____

Estimated size of works to be shown: _____

Hanging preference: _____

Month requested: _____

Exhibit Space Preferred: _____

Now that the renovation is complete, the Library would like exhibiting artists to offer a program or workshop in which to share their art/method/process with the public. This can be as formal or informal as you like. It is our hope that this will help the public engage with you, the artist, and with your work.

Briefly describe your exhibit and any ideas you have for a program/workshop (the Library will be available to help you brainstorm ideas): _____

Will you be producing and providing PR material? If yes, please describe: _____

Philosophy:

The Bangor Public Library will offer a wide variety of exhibits to the public in order to provide an opportunity for intellectual and aesthetic growth and for appreciation of the artistic community. All exhibits in the Library will be available to the public without charge. In the selection of exhibits, the Bangor Public Library will strive to foster freedom of expression and to provide freedom of access to all.

Exhibit Spaces:

The following areas are available for exhibitions:

1. The Lecture Hall (third floor)
2. The Cyr Gallery (third floor)
3. The Stairwell Gallery (second floor)
4. The Stairwell Gallery Extension (second floor)

Types of Exhibits:

1. Works of professional artists, crafts people, community groups, and students with an emphasis on those from Bangor and surrounding areas.
2. Historical or other educational artifacts that enhance the collections of the Library.
3. Informational materials from city and state agencies, schools, and non-profit groups who wish to publicize area organizations and activities.

Selection Criteria:

Each application for displays for the Lecture Hall, Cyr Gallery, Stairwell Gallery, and Stairwell Gallery Extension will be reviewed by a volunteer Art Panel appointed by the Library Staff. Library staff will review displays for other areas. The Art Panel will meet once a year to select displays for the following 12 months. Each application will be reviewed according to the following criteria:

1. Vitality and originality
2. Quality of implementation
3. Suitability of physical form
4. Historical significance or representation of emerging trend
5. Community interest and needs
6. Relation to the past or future Library exhibits and programs to ensure a variety of techniques, subjects, and mediums and an integrated overall program of activities.
7. Availability of space.

Application Procedures:

Whether initiated by the Library or by an individual or group wishing to exhibit at the Bangor Public Library, all exhibitors must submit a completed application form. A representative portfolio of the body of work and résumé of the exhibitor may be requested for review. The responsibilities of the Library and the exhibitor are printed on the Exhibit Guidelines Form. Those wishing to exhibit in the Library's gallery spaces **must** submit an application by the deadline specified by the Art Panel.

Scheduling Procedures:

Upon a positive assessment of an application, the individual or group applying will be assigned an exhibit date and the schedule confirmed in writing by the Library. In general, exhibits will be scheduled on a monthly basis.

When this document has been signed and returned to the Library, the event is considered officially scheduled. The Library reserves the right, however, to change or cancel a scheduled exhibit. The Library further reserves the right to limit the number of exhibits an individual or group may have over a period of time. If an application is declined, the Library will notify the recipient.

Publicity:

The Library will assume the responsibilities for publicizing the exhibits in the community. Press releases will be sent to local newspapers, television, and radio stations and community web sites. If the exhibitor wishes to contribute to the public relations effort, the Library requires the right to review any publicity prepared by the exhibitor before release in order to guarantee that the Library facility is accurately represented and the information about the exhibit is as the Library expects.

Installation and Dismantling:

The exhibitor is responsible for the installation and dismantling of the show on the designated dates and will provide all necessary equipment. The exhibitor will provide, at the time of installation, a list of pieces in the exhibit.

It is the **expectation** that the pieces exhibited will be presented in a **professional** manner that positively reflects the artist and the Library.

Use of Library Personnel:

Library personnel will be available to answer questions and solve problems during the installation of the exhibit. Any event related to the exhibit must be held during regular library hours and must be scheduled through the Library.

Sale of Exhibit Material:

The Library will **not** engage in the sale of any items on exhibit. All inquiries will be referred to the exhibitor who is responsible for providing Library staff with information on to whom such inquiries should be directed.

Insurance:

The Bangor Public Library provides insurance coverage for exhibited materials up to \$50,000. Exhibitors will be responsible for any insurance coverage over that amount.

Damage:

The exhibitor may be held liable for repairs to the Library that are a direct result of the exhibit. The Library, with cooperation from the Art Panel, and a contractor, will determine the cost of such damage.

Policy Changes:

The Library Board reserves the right to make such changes in these policies as it may deem advisable and to cancel or withdraw permission of materials when, in its discretion, such withdrawal is advisable.

The Library Board and the Art Panel has no particular responsibility or affiliation to any artist or exhibit to guarantee exhibition space.

EXHIBIT GUIDELINES

The Bangor Public Library is responsible for:

- 1) The appointment of an Art Panel to select exhibits for a twelve (12) month period.
- 2) Providing the exhibit space and the wall hanging system.
- 3) Publicizing the exhibit to the community and reviewing additional publicity submitted by the exhibitor.
- 4) Referring inquiries for sales of materials according the exhibitor’s direction.
- 5) Final approval of exhibit materials and its installation.

The exhibitor is responsible for:

- 1) Completing the application, including a portfolio and résumé if requested, by the designated deadline.
- 2) Providing an inventory of the exhibit in the Exhibit Description.
- 3) Providing to the Library for approval advance copy of any press release, flyer, poster, or other piece of public relations to “advertise” the exhibit.
- 4) Installation and dismantling of the exhibit at the agreed upon times.
- 5) Insuring the exhibit for amounts over \$50,000.
- 6) Handling problems with the exhibited materials that occur during the course of public display.

I have read the above policy and agree to its terms:

(Exhibitor)

(Date)

Exhibition Description

Questions? Contact: Hannah Young, 207-947-8336 or Hannah.Young@bangorpubliclibrary.org

Exhibitor _____

Name _____

Address _____

Phone _____

Exhibit Title _____

Date of Exhibit _____

Gallery (circle one) **Lecture Hall** **Cyr Gallery** **Stairwell Gallery** **Stairwell Gallery Ext.**

Briefly describe each item to be included in the Exhibit:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

(Please attach sheet or use the back of this page, if you need more space).

Signature: _____ Date: _____
(Exhibitor)

This Inventory accurately represents the Exhibit as installed:

Signature: _____ Date: _____
(Exhibitor)