



Guidelines for Art Exhibits in the Galiano Library

How to Have A Library Exhibit

1. Make arrangements with members of the Library Arts Committee to schedule and mount a show at the Library:
 - Library contacts: Pearl Roberts (250-539-3740) or Pauline Maitland (250-539-2553),
 - Southern Gulf Islands Arts Council contact: Keith Holmes (250-539-2803)
2. Check out the current show to get ideas how to hang artwork, and where and how work is displayed.
3. We encourage exhibitors to mount and frame their work as professionally as possible.
4. Plan to hang your show a few days before the opening date. You can hang work anytime except when the meeting room is booked and another group is using the space. Consult your contact person on the Arts Committee if you have any scheduling concerns.
5. Get the code for the door or arrange to be let in.
6. We will provide picture hooks and white sticky putty for putting up labels. Please leave materials in the library when you take down your show.
7. Avoid making large holes in walls.
8. Make business-card sized labels with the artist's name, title of work, medium and contact information. Use white putty to mount the labels. NO TAPE please.
9. Please do not put prices on the labels, but provide a price list that we will display on the bulletin board and at the front desk.

10. You may leave your business cards in the library for people to contact you if they are interested in a purchase.

11. Unless it is a Group Show, prepare a one page Artist's Statement about your work and give it to your contact person for mounting.

Insurance

12. The Galiano Library does not carry coverage for artworks on display. Exhibitors are responsible for their own insurance coverage.

Respect the Library

13. Library volunteers are not responsible for our exhibits.

14. Library volunteers will kindly advise patrons to contact the artist directly, if someone is interested in the artist's work.

15. Check into the show several times during month to keep on top of any issues that may arise.

Sales

16. If you sell something, stick a red dot on the label to indicate the item is sold.

17. Whenever possible, wait until the end of the show to remove a sold item. If necessary [i.e. purchaser is leaving island before the show's end] remove the piece and replace it with something else. Please don't leave gaping holes in the exhibit.

18. Artists/exhibitors are responsible for their own work, display and sales arrangements.

Publicity for artists showing at the Library

19. Prompt submissions are a requirement for the library volunteers organizing publicity for the exhibit series.

20. We will promote your event in our bi-monthly column in the Active Page, on our library website www.galianolibrary.org, and on our Facebook Page. To meet printing deadlines, please provide the information to your contact person one month before your show opens.

21. Make your own arrangements for a poster. We can help if necessary. Include:

- title of show
- dates of exhibit
- where it is
- names of participating artists
- Include the Galiano Library logo on the poster

- Submit the draft poster to the Library before printing
- Putting up the posters is the exhibitors' responsibility

22. We recommend hanging posters at least ten days prior to your opening at the:

- Bookstore
- Corner Store
- Daystar Market
- Twirly Tree
- Hardware store
- Library
- Community School
- South Hall
- North Hall
- Montague Harbour
- Make a few extra copies

Taking down the exhibit

23. Your exhibit must be removed in a timely manner after the last day of your show, prior to the next exhibitor's hanging date. We try to have the walls full constantly, so please try not to leave any gaps between your show coming down, and the next one going up.

24. Contact your Arts Committee contact person and/or the next exhibitor if there are any scheduling issues.

25. Work must not be left at the library—especially not in the work room where space is at a premium for library staff.

26. Make sure the space is left clean for next exhibitor after your show comes down: please remove all labels and sticky putty from walls; any backing materials, hooks and any other materials.

27. Turn down heat, turn out lights, and lock up after yourself when you leave.

Volunteer Expectations

28. We expect exhibitors to help with housekeeping tasks as required. We take responsibility for maintaining the library exhibition space (walls and display cabinet) in good order. At most exhibition 'hangings' we fill tack & hanger-holes in the walls with poly-filla. We paint the exhibition walls as needed.

We hope you enjoy your exhibition experience at the Galiano Library. Thank you for helping to make our library a creative and welcoming space.