

Guidelines for Trincomali Community Arts Council (TCAC)

Art Exhibits in the Mayne Island Library

How to Have a Library Exhibit

Make arrangements with members of the Trincomali Community Arts Council – that's the TCAC – to have a show at the Library.

Check out the current show to get ideas how to hang artwork, and where and how work is displayed.

We encourage exhibitors to mount and frame their work as professionally as possible.

Many groups share the library meeting space. There is a scheduling calendar posted in the library on the main notice board. Please make sure to add your name when you want to hang your work, or remove it.

Plan to hang your show the day before your opening event. You can hang work anytime except during library hours, or if another group is using the space. Consult local TCAC directors (and/or the exhibitor before or after you) if you have any scheduling concerns.

Get the code for the door or arrange to be let in.

TCAC may provide picture hooks and white sticky putty for putting up labels; you need to replace the latter. Display easels are not to be used.

Avoid making large holes in walls.

Hang nothing in windows except transparent [glass] works.

Make business-card sized labels with the artist's name, title of work, medium, and (if for sale) the price. Use white putty to mount the labels. NO TAPE please.

Post the artist's contact information, on the 'front' wall.

Create a guest book or augment one the TCAC arranges. Put the artist's contact information in here too.

Insurance

Neither the MI Library nor the TCAC carry coverage for art-works on display. Exhibitors are responsible for their own insurance coverage.

Respect the Library

Library contacts: Sheila Dunnachie (539-9824) or if she's not available, Judi Walker (539-2208)

Library/TCAC liaison: Leanne Dyck (539-2752)

TCAC contacts: Toby Snelgrove (539-2123) or Tina Farmilo (539-2402)

We are guests in this community facility. Always treat library staff with courtesy. Please respect library patrons need for quiet.

Library staff and volunteers are not responsible for our exhibits.

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

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

Sales

If you sell any work during a TCAC Library Exhibit, 5% of the sale goes to the TCAC, and 5% to the MI Library.

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

Whenever possible, wait to 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!

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

Publicity for artists showing at the Library

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

We will promote your event in our monthly TCAC article in the Mayneliner. Please provide the information to our writer by the 15th of the previous month. (Bill Maylone – HYPERLINK "mailto:maylone@shaw.ca" maylone@shaw.ca)

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

- a) title of show,
- b) dates of exhibit,
- c) where it is,
- d) time of Opening Event,
- e) names of participating artists.

Please mention on the poster that this exhibit is sponsored by the Trincomali Community Arts Council on Mayne.

Putting up the posters is the exhibitors' responsibility!

We recommend hanging posters at least ten days prior to your opening night, at the:

Bookstore
Trading Post
Mall
Hardware store
Fernhill Centre
Farm-Gate Grocery
Library
Gas station
Mayne School
Make a few extra copies

Opening Night

Please provide your own snacks and drinks, also napkins, cups, plates, and glasses, as required. We've used jelly-jars and no one complained. Glass wine glasses are often available to borrow from Ron Willick. You must return these to him washed and clean.

Computers and other library materials are not available to guests during an opening event, unless library staff is on duty.

Please stay until after all your guests are gone.

CLEAN UP after yourself. You'll find the vacuum in rear bathroom area – by the office.

Check if any cups, plates or garbage has been left on bookshelves.

Any food waste or garbage **MUST** be taken out by the exhibitors.

Restore library 'meeting-room' to original order.

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

Taking down the exhibit

Your exhibit must be removed in a timely manner after the last day of your show, prior to the next exhibitor's hanging date and/or opening event. 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.

Contact TCAC rep and/or the next exhibitor if there are any scheduling issues.

Work must not be left at the library—especially NOT in the back office where space is at a premium for library staff.

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.

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

Volunteer Expectations

We expect TCAC exhibitors to help with housekeeping tasks as required. We take responsibility for maintaining the library exhibition space (walls and shelf-unit) in good order. At most exhibition 'hangings' we fill tack & hanger-holes in the walls with polyfilla (in TCAC box stored in hall beside bathroom). At least once a year we paint the exhibition walls and the corner-shelving unit.

The TCAC hopes you enjoy your exhibition experience at the MI Library.

Thank-you for helping make our community a creative place to live.