



St. Charles Public Library

One South Sixth Avenue

St. Charles IL 60174-2195

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www.stcharleslibrary.org

Artist of the Month

Since January of 1979, the works of local artists have been displayed at the Library through our Artist of the Month program. The artwork is showcased in the gallery on the mezzanine. Approved artists may have the first day of the month until the last day of the month on which to exhibit your art work. In consideration of the next artist, artwork must be removed by the last day of your month. The dimensions of the St. Charles Public Library's Mezzanine display area are six feet in height by 32 feet in width. You may have both walls for your display.

EXHIBITS/DISPLAY POLICY AND USE OF LIBRARY AS PUBLIC PROPERTY

It is part of the Library's function to provide access to the intellectual and cultural resources of the community. Exhibits will direct attention to the Library's materials and services, or provide exposure to local artisans and artists, organizations, and items/activities of community interest and benefit.

- Exhibitor must be a current resident of Tri Cities area or metropolitan Chicago area.
- **All artwork must be framed and read to be hung.** The Library will not supply frames.
- Because exhibits are seen by anyone, including minors, who enter the Library, they must be of a content which is in keeping with community standards. The Library reserves the right to reject any part of an exhibit or display or to change the manner of the display.
- All publicity material shall be submitted to the Director, or Director's designate, for approval.
- Advertisements and displays of a purely commercial nature will not be displayed or distributed.
- Display/advertisements and solicitations of a proselytizing, political and/or commercial nature will not be permitted. Non-Library advertisements are not permitted on the exterior of the Library building or on Library property. Acknowledgments of exhibitors will be made.
- Circulation of petitions relating to local, state, and national government elections and referenda are permitted, provided circulators do not annoy or bother patrons, do not interfere with public safety or safe and easy access to the building, and do not campaign or proselytize.
- Prices may be posted in the case of displays of local artists and artisans whose exhibits are sponsored by the Library. Transactions for the purchase of exhibit items will be between the exhibitor and the purchaser.
- The Library will receive no fees or commissions in connection with any exhibit or display. No exhibit material which is sold during the exhibit may be removed without the approval of the Director before the scheduled end of the exhibit. Exhibitors must furnish the Library with a list of the value of each item for insurance purposes.

PROCEDURE FOR DISPLAYS AND EXHIBITS

The staff member who is arranging the exhibit should have the exhibitor complete a DISPLAY/EXHIBIT LIST. If the value of the exhibit is \$25,000 or less, or if there are not items with an individual value of more than \$5,000, it is not necessary to have the exhibitor sign the Waiver. If the value of the exhibit is more than \$25,000, or if any single item has a value of \$5,000 or more, the exhibitor must sign the Waiver.

Sign the DISPLAY/EXHIBIT list, staple it to the Waiver (if present), and return the forms to the Communications & Marketing department, for filing in the office.

Due to demand, an artist may be limited to one exhibit every two years.