



Oak Lawn Public Library

9427 S. Raymond Ave. | Oak Lawn, IL 60453 | 708-422-4990 | www.oaklawnlibrary.org

APPLICATION FOR USE OF EXHIBIT SPACE IN THE PUBLIC ART GALLERY

Return this form to the Reception Booth

(Print or type)

Revised 05/09

NAME OF ARTIST OR ORGANIZATION _____

PERSON(S) MAKING REQUEST _____

ADDRESS _____ **CITY** _____ **ZIP** _____

MAIN PHONE (_____) _____ **SECOND PHONE (_____)** _____

TITLE OR SUBJECT MATTER OF EXHIBIT _____

NUMBER OF WORKS _____ **MEDIA** _____

Artists must submit representative samples of the artwork to be displayed and complete the back of this form. The Art Gallery Committee requires 3-6 samples from an individual or 5-10 samples from members of an organization. You may also submit a resume listing education, background, past exhibits and awards.

GALLERY AREA(S) YOU WISH TO RESERVE:

Wall Hanging System _____ **Tower Display Case** _____ **Free-standing Exhibit Panels** _____

MONTH(S) YOU WOULD LIKE TO SHOW:

1st Choice _____ **2nd Choice** _____ **3rd Choice** _____

The public art exhibit space may be reserved for one or two calendar months, including set up and takedown times. Art exhibits are normally installed on the first day of the month and removed on the last day of the month, except when the library is not open due to holidays, Sunday closings or other scheduling changes. The artists of an upcoming show will be contacted two weeks prior to their exhibit start to coordinate the installation date.

If you are offered a show, it may be jointly with one or more other artists due to an excess of qualified people requesting gallery space during the same time period. For joint shows, the library will attempt to pair applicants who are artistically compatible. Pending the availability of funds, the library may arrange and host an opening event with light refreshments. The artist is responsible for their own postcards or invitations.

The Board Policy for "Community Use of Public Art Gallery" and a diagram of the art gallery exhibit space are attached to this form. Your signature below acknowledges acceptance of all conditions noted in that policy and advance knowledge of the gallery dimensions and furnishings.

SIGNATURE OF REQUESTER _____ **DATE** _____

ARTWORK SAMPLES

The Art Gallery Committee requires 3-6 samples from an individual or 5-10 samples from an organization. Please attach representative artwork pieces that you would like to display, preferably as photos, 35mm slides, high quality color printouts or digital image files.

You may submit a web site address to fulfill this requirement: _____.

Do not send original artwork, for the library will not accept responsibility for any damage or loss. If you wish to have your samples returned, you must provide a self-addressed envelope with proper postage. Only artwork conforming in style and content to the submitted artwork samples will be displayed.

ARTWORK PIECE #1

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #2

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #3

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #4

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #5

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #6

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #7

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #8

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #9

Title or Description _____

Media _____

Dimensions (with frame) _____

ARTWORK PIECE #10

Title or Description _____

Media _____

Dimensions (with frame) _____

OAK LAWN PUBLIC LIBRARY
BOARD POLICY - COMMUNITY USE OF PUBLIC ART GALLERY

Oak Lawn Public Library maintains an Art Gallery area that is available to local community groups, schools, organizations and individuals for the purpose of exhibiting art work on designated wall areas and display cabinets. The presence of these materials does not constitute sponsorship or endorsement by the Library.

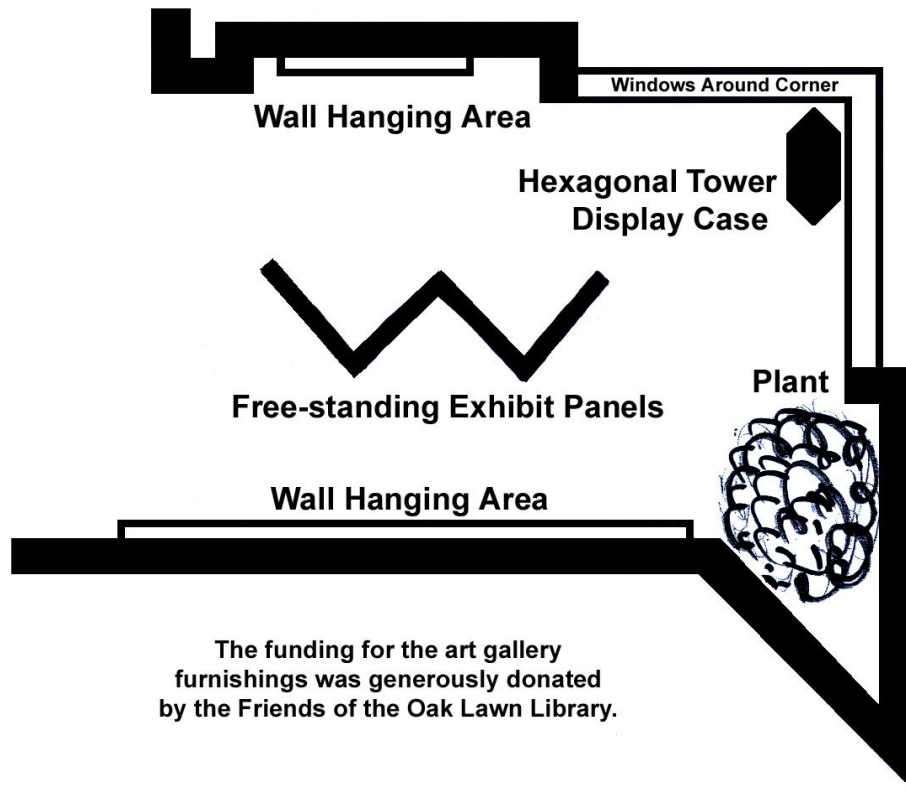
Placement of art work in the Library's Art Gallery is subject to the following conditions:

1. Gallery displays may be reserved for one or two calendar months, pending availability, which includes the setup and take down times. Reservations cannot be scheduled to begin or end in the middle of a month.
2. All those who wish to make a reservation must complete the standard application form and agree to follow all of the conditions stated in this policy. Reservations for Art Gallery displays must be submitted to the Public Relations Office at least one month in advance of the scheduled period of the display, The Library Director will have complete administrative responsibility for the approval of applications. Applications are reviewed on a first-come, first-served basis within two weeks of receipt of the completed application. Please notify the Public Relations Office immediately if a reservation must be canceled.
3. The works of art offered for display in the Library must take into consideration general standards of decency and respect for the diverse beliefs and values of the Oak Lawn community. The Library does not permit the display of works which are offensive to decency, or which are of an obscene or immoral nature, or so suggestive as to be offensive to the moral sense, or which are calculated to incite crime.
4. Each exhibitor is responsible for the installation and removal of the art work. No materials other than the display area itself shall be provided. There are no storage spaces available.
5. Organizations or individuals are not permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office or which advocate affirmative or negative votes concerning any political proposition.
6. Organizations or individuals are not permitted to place in the Library any advertisement or receptacle which solicits monetary donations or advocates or solicits consideration of any product or service sold by any business, charitable enterprise, or individual. Exceptions will be made for special events and fund raising campaigns sponsored by the Library, the Friends of the Library or the Oak Lawn Community Library Foundation.
7. The Library reserves the right to publicize scheduled displays via the bi-monthly newsletter and news releases submitted to local newspapers. Applicants must notify the Public Relations Office if they intend to send out their own publicity.
8. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed. Display materials must be contained within the Art Gallery area and/or within the display case used. All items are displayed at the owner's risk. The Library does not provide any insurance coverage for the art work, neither property damage, fire nor other insurance coverage. The owner(s) of displayed art work agree to defend, indemnify and hold harmless the Oak Lawn Public Library from any and all losses, claims or liability arising out of or relating directly to the use of its premises.
9. Gallery panels and display cases must be left in the condition they were found. The organization or individual making the reservation is responsible for any and all damages.
10. Displayed art work must be removed at the end of the assigned reservation period. The Library will dispose of materials left on the premises for more than one week after the display case reservation has ended.
11. Selling prices, names and phone numbers of exhibitors may be included with information on art work posted, but no auctioning or negotiations shall take place on Library premises. The exhibit must remain intact during the scheduled display period.

Adopted: 8/15/06

PUBLIC ART GALLERY DIAGRAM AND FURNISHINGS

The Oak Lawn Public Library's Art Gallery is located on the second floor, in a special nook along the beautiful window vista view in the Periodicals Reading Area. It has approximately 100 sq. ft. of wall hanging space, 48 sq. ft. of space on a free-standing exhibit panel system and one large lockable display case. Artists should familiarize themselves with the features and limitations of the gallery before submitting an application. Please be aware that the Public Art Gallery is not staffed. For more information, call the Public Relations Office, at 708-422-4990.



Wall Hanging System -- Sliding stainless steel cables hang from 26 linear ft. of steel tracks. Security hooks fit onto the cables and adjust up or down. The hooks lock firmly in place with a key and the locking arm closes the hook to prevent snatch and run art theft. Recommended weight on one hook is 44 pounds. Pictures up to 90 pounds can be supported with two hooks. All paintings, prints, drawings, photographs and other 2D artwork must be suitably framed and wired to fit on the gallery's hardware (no saw-tooth hangers). Unframed paintings that employ the wrap-around canvas technique are acceptable if they are properly wired. Artwork that is not ready for hanging may be refused for the exhibit. Absolutely no nails, tacks, pins, tape or other adhesives may be used on the walls. However, "sticky tak" supplied by the library may be used to adhere lightweight labels.

Hexagonal Tower Display Case -- Measures 35"w x 73"h x 21.75" deep, with four adjustable 1/4" glass shelves, a mirror deck at the bottom, four 50 watt halogen top lights, five track lighting spotlights along the side of the case and a locking hinged door. Absolutely no tape or other adhesives may be used within the display case.

Free-standing Exhibit Panels -- Four double-sided 48"h x 36"w tackable panels are finished with natural canvas. Artists may use tacks and pins, but no "sticky tak" or adhesives of any kind. The entire unit is 72"h. Panels can be displayed in a zig-zag, cross or square arrangement. Advance notification is required to accommodate a specific panel configuration. The panels will not be changed on the day of installation without prior agreement with the Public Relations Office.

Slatwall Display Board -- Wall-mounted literature and sign holders to display and disseminate information about the current exhibit, artist's bio, price lists, flyers for upcoming shows and notices for local art events.

Lobby Information Stand -- Double-sided sign holder that displays 8.5"w x 11"h art show announcements.