Hinkle Library Gallery Guidelines

1. The Gallery is open during regular library hours

2. The Library cannot re-reimburse artists for travel expenses

3. Liability:
   a. The Library does not carry separate insurance on exhibited work
   b. Artists are encouraged to obtain sufficient insurance to cover damage or loss

4. Environment:
   a. Humidity and temperature are kept at levels appropriate to regular working conditions
   b. This may not be appropriate for valuable or rare works of art or delicate exhibited material
   c. All risks related to temperature, humidity, or light are the responsibility of the exhibitor

5. Most items exhibited must include a hook or hanging wire to enable use of our gallery hanging system

6. Exhibitors are responsible for installing and removing their exhibit, preferably during regular library hours. (A ladder, tools, T-pins and push pins are available; limited staff help is available on request)

7. The determination to grant permission to exhibit is solely within the Library’s discretion

8. The Library reserves the right to rescind permission to exhibit and/or to require the removal of an exhibit at any time

9. Publicity:
   a. The ASC Marketing and Communications Department will produce a press release which will be sent to the exhibitor for approval
   b. The Library will produce a sign for the Gallery announcing the exhibit unless the exhibitor prefers to do this
   c. All other advertising (posters, postcards) are the responsibility of the exhibitor

10. Labels, preferably on cardstock, are generally the responsibility of the exhibitor

11. Sale of exhibited items
   a. A price list can be made available for works that are for sale
   b. All arrangements for the sale of an item will be between the artist and the buyer
   c. There is no commission fee associated with exhibiting at the Hinkle Library
   d. The library staff will not serve as intermediaries in the sale of exhibited artwork

12. Artist’s Reception:
   a. Arrangements may be made for an artist’s reception to be held during regular library hours
   b. No wine or other alcoholic beverages may be served
   c. Cost of a reception will be shared by the exhibitor and the Library