



## **Artist Contract**

Purpose: Guidelines for artists displaying work at the Lansing Community Library

Welcome to the Lansing Community Library. We are excited to have you as an exhibitor. Please read the following carefully and sign at the bottom of the page.

Artwork will be hung in the downstairs portion of the library using the picture rail or the magnetic wall system. No one piece may weigh over ten (10) lbs.

It is recommended that the artist review the space prior to installation day to determine how many pieces will be exhibited and their placement. Please see the library website or call the library at 607-533-4939 for hours of operation.

Works will be displayed for an agreed upon period of time.

The Artist is responsible for hanging and removing the exhibit. A member of the staff will be available to assist with both set-up and removal of artworks.

The Lansing Community Library will provide flyers using their event template. If another type of flyer is desired, the artist may create their own flyers or posters. The artist is primarily responsible for posting flyers. Any information/photos the artist would like to include in the library distributed flyer must be received at least two weeks prior to the exhibit date.

The Lansing Community Library will list the exhibition in the library events listing.

The artist is responsible for providing a biography, title cards, and hanging wire, if required (minimum 20# wire). Attached is a diagram showing the recommendation for hanging artwork. This will help determine how much wire is needed.

Artwork may be available for sale. However, all pieces of artwork must remain in the library until the scheduled conclusion of the installation, and prices may not be listed on title cards. A price sheet with the artist contact information may be held at the front desk.

Art receptions/openings are at the discretion of the artist. The reception must be open to the public and held during regular library hours. Refreshments may be served by the artist. Set-up and clean-up is the responsibility of the artist.

Artists are strongly encouraged to insure their own work. The Lansing Community Library accepts no liability for loss or damage of artwork due to theft, vandalism, fire, water, or other calamity while the work is on exhibit.

Artwork that is displayed is subject to the approval of the Art Committee.

Artist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Art Committee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Revision History**

<b>CHANGES</b>	<b>APPROVED BY</b>	<b>DATE</b>
Approved	BOT	03/26/2020
Reviewed & revised	Policy Committee	06/02/2021
Approved	BOT	06/16/2021
Reviewed & revised	Policy Committee	05/15/2024
Approved	BOT	05/22/2024