



policy

Main Library-The Gallery at Main Library Policy

CLP Policy #

August 2022

POLICY:

The Gallery at Main, in alignment with the mission of the Carnegie Library of Pittsburgh (CLP), seeks to provide access to art work generated in community settings and/or to work that touches on community themes. The Gallery at Main will reflect and complement services, programs, partnerships, and community events that our organization is engaged with our community. Exhibits may be presented in a variety of formats and be reflective of community interests and needs.

Policies and Guidelines for Submission:

- The Library is pleased to provide this space free of charge to artists and community organizations residing in Allegheny County.
- The Library has established a submission process and will consider all proposals submitted within that criteria. Special consideration is given to exhibitions that align with library events, learning opportunities, programs and services.
- Exhibits will generally be posted for two months, but the exhibition length will be determined by the gallery coordinator and exhibitors. The exhibition term will start approximately on the first of the month and end on the last day of the month, depending on the gallery hanger and show coordinator schedules.
- While every effort will be made to adhere to the established schedule, the Library reserves the right to adjust the schedule as necessary.
- Hanging artwork should not exceed three feet in width, four feet in height, or 20 lbs. in weight.
- The library will not sell or list prices for the works displayed. Contact information may be provided to library patrons so that they may purchase art work directly from artists after the exhibit end date.
- The library will post a show description, contact information, and pertinent information about the artwork as agreed upon by the library and the artist. This information must be received at least two weeks prior to the exhibit.
- Exhibitors are welcome to provide informational materials about their works or the work of their organization(s), which we will make available in the gallery space.
- Artists will deliver and pick up their artwork. The Library will not provide storage space prior to or following the exhibit. Any materials left at CLP become its exclusive property (see Tangible Personal Property policy for details).
- Exhibits will be included in the gallery calendar and included in other Library marketing materials. Exhibitors are encouraged actively to promote their exhibitions.

Submissions:

- Interested community groups and artists may submit submissions on an ongoing basis via our web form: <https://www.carnegielibrary.org/about-carnegie-library-of-pittsburgh-main-oakland/the-gallery-at-main/the-gallery-at-main-exhibit-application/>
- The Library may post periodic requests for exhibition proposals open to artists or exhibitors whose work may highlight themes or special events that complement library initiatives, community partnerships, author visits or events. These proposals will be reviewed and selected artists exhibits will be scheduled at times that support these themes or events. Special exhibit proposals will be solicited and accepted via the gallery webpage. These requests will include details and submission deadlines.
- Submissions will be reviewed, considered, and accepted for exhibition by a jury consisting of library staff and a representative from the community. The jury will review applications biannually. The gallery is scheduled a minimum of six months in advance. Scheduling exceptions may be considered or expedited when the exhibit responds to a community/cultural need or learning opportunity.
- Exhibits accepted for showing will receive notification within thirty (30) days of submission. The gallery coordinator will contact the exhibitor to schedule.
- All artists and organizational representatives must sign a waiver of liability at least thirty (30) days prior to the scheduled exhibit or the exhibit may be postponed or cancelled.
- You may also contact us via phone at 412-622-3114 or email at info@carnegielibrary.org with inquiries.

General:

Due to the library's nature as a public meeting space and the presence of minors, all works must meet the following conditions:

- Art exhibited must fall within the standards as set forth by 18 PA. Cons. Stat. Sec. 5903 [The jury will have the right to determine the appropriateness of artwork for the purpose of display in the library and will reserve the right to ask for the removal of specific items it deems inappropriate.
- The Gallery at Main, in alignment with the mission of the Carnegie Library of Pittsburgh, seeks to provide access to art work generated in community settings and/or to work that touches on community themes.

Fire, Theft and Damage:

- The Library is not responsible for damage/theft of artwork. Artists display work at their own risk and should have their own insurance coverage.
- Exhibiting artist are required to sign a waiver of liability prior to exhibiting their work in The Gallery. A waive must be executed for each unique exhibit. Exhibits are voluntary.

FOR MORE INFORMATION:

Contact the Library Services Administrator, Main Library.