

Amy Van Andel Library

Rotating Art Exhibit Policy

Statement of Policy:

The Amy Van Andel Library and Community Center offers space for the exhibition of art by local artists. The Library encourages exhibitions of painting, photography, and textiles but will consider all mediums that may be displayed appropriately. The gallery is intended to be rotated every three months by artists selected through the application process.

Application Process:

Applications are accepted year-round but will be reviewed annually each October. Applications are reviewed by the Art Gallery Curator and recommended to the Friends of the Amy Van Andel Library Board for approval. Before December 1, all applicants will be informed whether or not they have been selected. If an applicant is not selected for one of the time periods, but wishes to be considered the following year, they must submit another application which can be updated or identical to the previous application.

Artists are also invited to submit a proposal as a group.

All applications may be emailed to Betsy Ratzsch, Art Gallery Curator at betsyrpottery@gmail.com

Applications may also be delivered or mailed to the Library to the attention of Betsy Ratzsch.

Amy Van Andel Library, 7215 Headley SE, Unit 309, Ada, MI 49301

Exhibit Space, Installation and Removal

- The Exhibit space includes the Community Center space on the first floor beginning at the host desk and ending with the Friends of the Library Book Sale.
- Applications should be at least 10 pieces.
- Upon selection, artists will be given a date and time to install their artwork, as well as a date and time for removal when the exhibit ends.
- Artists are responsible for the installation and removal of all art work using the Library's art rail system complete with hooks and cables. Cables are easily adjusted and can accommodate multiple hooks for stacking. The Library does not have the ability to display sculpture art.
- Artists are responsible for providing name plates for all works on display. Installation of the name plates must be done by the artist be able to be cleanly removed after the exhibit.

Exhibit Rules:

- The Library, and Ada Township, do not accept responsibility for damage to, or loss of art pieces at any time while on display. Artists must sign an exhibit agreement and a waiver form that

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releases the library, and Ada Township from any responsibility for loss or damage to works on display.

- The Amy Van Andel Library does not allow the selling of items in the library. Artistic works for sale must be purchased directly from the artists, but not on library premises. Including prices and contact information on name plates is permitted.
- All art must be original and may not violate any U.S. copyright laws.
- All art must be able to be hung using the library's existing art rail system (Adjustable hooks on cables).
- Artists must consider where their artwork will be displayed. The Library is a safe space for all community members of all ages. Works that are controversial, obscene, sexual, or insensitive may be deemed inappropriate and prohibited from the exhibition.
- The application form will include a requirement for artists' signature stating that they have read all of the rules and requirements and agree that both the library and Ada Township are not held liable for any damage to, or theft of artwork. Permission is also given to photograph artwork for promotional purposes.
- Art may be viewed during regular library hours.
- Scheduled events and viewings are not coordinated by the Friends of the Library. During regular hours, artists may meet people at the library to view the exhibit but may not disrupt other patrons. If a group of 15 people or more is expected, the library manager must be notified in advance.
- Private showings may be coordinated through Ada Township. Regular pricing and policies apply.



Amy Van Andel Library Featured Artist Application

To apply to exhibit at the library, please review the Art Exhibit Policy, then fill out this application.

Artist or Organization Name: _____

Address: _____

Phone: _____ Email: _____

Today's Date: _____

Description: type of exhibit/medium (watercolor, photography, etc) and approximate size of pieces.

Number of works: _____

Preferred exhibit dates: _____

(Applications are reviewed in October for the following year. Approved dates are at the discretion of the library, exhibits generally rotate quarterly on January 1, April 1, July 1, and October 1)

With this application please include:

- 1.) Artist statement:
- 2.) Brief biography:
- 3.) 3-5 samples of work: *Materials submitted with the application will ONLY be returned to the artist upon request.

I have read and agree to abide by the regulations of the Library's Art Exhibit Policy. I understand that the library, and Ada Township cannot assume responsibility for loss or damage to works on display. I give the Library, Ada Township and the Friends of the Library permission to photograph my artwork for promotional purposes.

The Friends of the Amy Van Andel Library Board of Directors has the final authority for approving exhibits and reserves the right to refuse to display any artwork or other materials.

Signature: _____ Date: _____

All applications may be emailed to Betsy Ratzsch, Art Gallery Curator at betsypottery@gmail.com

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– Amy Van Andel Library –

Amy Van Andel Art Gallery Waiver

This waiver must be agreed to and signed before any art works are to be displayed in the Amy Van Andel Art Gallery.

I _____ hereby agree to indemnify and hold harmless Kent District Library, Ada Township and Friends of the Amy Van Andel Library, their officers, employees, volunteers and insurers, from and against any and all property loss, theft or damage, to the Artwork(s) of the Artist which arises out of or are in any manner connected with the use of the facilities, whether any such claims, and demands result from the act, omission, negligence, or other fault on the part of any of the above entities, their officers, employees or volunteers, or from any other cause whatsoever.

I have read and agree to abide by the regulations of the Library's Art Exhibit Policy. I give the Library and Friends of the Library permission to photograph my artwork for promotional purposes.

The Friends of the Amy Van Andel Library Board of Directors has the final authority for approving exhibits and reserves the right to refuse to display any artwork or other materials.

Print Name: _____

Signature: _____ Date: _____