

**(1)Oliver Wolcott Library, Cultural Committee- Art Gallery
Library and Artist Responsibilities
Appendix A**

In order to insure the best possible outcome for both the Library and the artist, we have developed this document to confirm the responsibilities of the Library and the artist in this partnership to bring artwork to the greater Litchfield community.

The Library's Responsibilities:

- Contacts the artist to assign a month for their showing.
- Sends a contract to the artist immediately after the artist has agreed to the designated month.
- Communicates and confirms with the artists prior to the scheduled showing.
- Designs and distributes *OWL News*, the Library's printed newsletter that publicizes the artist, date of show and the date of the opening. This is mailed to more than 1000 households and businesses with additional copies available at the Library and in area locations.
- Publicizes the opening in our e-newsletter which is sent to more than 800 individual subscribers.
- Prepares the sign for display on the two entrance doors.
- Prepares and coordinates the advertisement that runs at Bantam Cinema for the month of the art exhibit.
- Creates and sends out press releases to newspapers and other media.
- Oversees the financial transactions and sends the artist their check with list of sales within two weeks of the closing date of the show.
- Provides a place for the artist to showcase their work.
- Provides a place for the artist to host an opening.

The Artist's Responsibilities:

- Signs and returns the contract at least three months prior to their scheduled opening.
- Understands that the first Monday of each month from 9am until 2pm is designated as the time for artist to hang their work. If that time is not suitable, special arrangements may be made but only with advance notice. Coordination should be made through the OWL Art Liaison.
- Understands that the artist is solely responsible for hanging, and that staff does not assist with this process.
- Agrees to host an art opening designated as the first Thursday of the month from 5:00 -7:00 p.m. The opening is a requirement for showing at the Library and the date and time cannot be changed.
- Provides all of the refreshments, paper goods, table cloths, etc. for the art opening.
- Cleans up and removes any used/leftover refreshments from the art opening.
- If wine is served, the artist is responsible for checking the IDs of patrons.
- Prepares their own mailing and employs other publicity techniques to insure a good attendance at the art opening.
- Understands that the last Friday (from 3-5pm) or Saturday (from 10-1pm) of the month is designated as the time for the artist to remove their work. If this time is not suitable, special arrangements may be made but only with advanced notice. Coordination should be made through the OWL Art Liaison.
- Provides the Library with copy including a representative digital photograph to be used for the Library's publicity. This needs to be sent to the OWL Art Liaison by e-mail at least 90 days in advance of the art exhibit in order to make our bi-monthly newsletter printing deadlines.