

Oliver Wolcott Library, Cultural Committee- Art Gallery
Library and Artist Responsibilities
Appendix A

In order to ensure 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 and introductory letter 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 (mailed to 700 families and an additional 300+ left at the library and in area locations) that publicizes the artist, date of show, and date of reception.
- Publicizes the reception in our e-newsletter (sent to over 725 individuals)
- Oversees the financial transactions and sends the artist their check with list of sales within two weeks of the closing date of the show.
- Prepares the sign for display on the two entrance doors.
- Creates and sends out press releases to main newspapers in our area.
- Provides a place for the artist to showcase their work.
- Provides a place for the artist to host an opening reception.

The Artist's Responsibilities:

- Signs and returns the contract at least 3 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. Understands that they are solely responsible for hanging and that staff do not assist with this process.
- If the first Monday from 9am to 2pm is not suitable, other times may be available based on the usage issues of the community/art gallery room. Special arrangements may be made but only with advance notice.
- Agrees to host an art opening designated as the first Thursday of the month from 5-7pm. The date and time of the opening cannot be changed and are a requirement for showing at the Library.
- 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 ensure a good turn-out at the art opening.
- Understands that the last Friday from 3-5pm or Saturday 10-1pm of the month is designated as the time for the artist to remove their work. If this time is not suitable, then other times may be available based on the usage issues of the community/art gallery room. Special arrangements may be made but only with advanced notice.