**Artwork Display Procedure at Bailey Library**

This is a procedural guideline for hanging artwork on the 2nd floor of Bailey Library. There are two location areas that have a track system installed, for showcasing artwork.

The primary goal is to have a space to highlight student artwork, giving student artists the opportunity to learn professional skills relating to: installation, labeling the artwork, and writing skills to market their work.

Procedure:

1. Bailey Library will call for submissions, or a student artist, or a student group, may use the form “Artwork Submission Request at Bailey Library”. **All** submissions must first have the approval of art faculty personnel.
2. The completed form should be turned in to the library main office (Room 227), or emailed to library-office@sru.edu, and reviewed by library administration.
3. Upon acceptance of a submission, library administration will contact the student with a beginning and ending showcase time period.
4. It will be the artist’s responsibility to hang, provide marketing background about the artwork for the library to post on the wall beside artwork, and to market through social media, and then at the appropriate end date, to remove the artwork from the display area.
5. The Library is not responsible for reimbursement or replacement of lost, stolen, or damaged items.

**Artwork Submission Request at Bailey Library**

NAME (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT – Grad ( ) Undergrad ( ) FACULTY ( ) STAFF ( ) OTHER ( )

MAJOR/DEPT/: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of artwork to be displayed, including medium, year artwork was completed and approximate size/number of pieces:

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I have obtained the approval of ( ) within the SRU Art department for my artwork to be displayed. Faculty signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed dates for display: (Displays can run anytime throughout the year, *maximum* time for a display will about 3 months) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to set up and remove my art exhibit by the dates listed below. I understand that if I fail to remove my artwork by the date listed, it may be dismantled and removed to a storage area on the ground floor. I understand Bailey Library is not responsible for reimbursement or replacement of lost, stolen, or damaged items. If approved, I will receive a copy of this form.

Responsible Artist signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Approval by Library administration – Name: ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_

Dates of exhibition: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_