



## **Bozeman Public Library Foundation Art in the Atrium Exhibition Proposal Guidelines**

The Bozeman Public Library Foundation invites artists to submit an art exhibition proposal. We promote the visual and aesthetic enhancement of the Bozeman community through the display of rotating exhibits of public art in the Library. Submissions are received on a rolling basis and are scheduled according to space and artist availability. Each exhibition will run for approximately one month.

The Atrium Gallery showcases both traditional and innovative contemporary art forms as well as the work of both established and emerging artists of our region. The Library is committed to exhibitions that will expand the public's appreciation of art as well as reflect the diversity of the community.

We welcome applications that are collaborations from established art groups or complementary artist showings. Collaborations are only limited by wall space, which consists of approximately 100 linear feet. Multiple artists may apply together using one combined proposal.

The Bozeman Public Library Foundation is a non-profit organization which raises funds for the Bozeman Public Library. As such, the Foundation retains a 30% commission on artwork sales in the Library Atrium. All pieces should be competitively priced and we strongly suggest multiple price points. Original art is preferred, but high-quality prints may also be offered.

In order to best represent your work, please include all requested materials with your proposal:

1. **Cover Letter** expressing your specific interest in showing your work at the Library. Please also identify a time of year that would work best with your schedule.
2. **Bio and Resume**
3. **Artist's Statement**
4. **Work Sample** with 7-12 images of your current work labeled with titles.
5. **Exhibition Inventory List.** Please include your name and contact information at the top of the page, along with a title for your exhibition. Below that, please list the title of each piece you plan to show with dimensions, medium, year, and retail price.

### **Proposals may be emailed to:**

Kerry Williams, Office Administrator: [kerry@bozemanlibraryfoundation.org](mailto:kerry@bozemanlibraryfoundation.org)

Questions? Either email or phone the office at 406-582-2425

All artists who submit a proposal will be responded to within 30 days of the submission.

*Thank you for your interest in exhibiting at the Bozeman Public Library!*

**Bozeman Public Library Foundation**  
**Art in the Atrium Exhibition Criteria and Conditions**

Art exhibits are considered for display in terms of the criteria below. Not all exhibits meet all criteria.

- Consistent with the Bozeman Public Library Mission Statement (“create opportunities that inspire curiosity, exploration, and connection”)
- Artistic merit and innovation
- Appropriateness of the artwork to the project/site in terms of scale, form, content and materials
- Safety of the artwork (shall not harm the building or affect access or safety)
- Durability of the artwork relative to the theft, vandalism and the environment
- Ability to be installed in the bustling Atrium hallway, hung on the walls with little protrusion into the walking space
- Shall be appropriate for viewing by children
- Historical or regional relevance
- Relation to other events or exhibits in the community
- Educational value

The following conditions must be met for the display of artwork:

- The artist must sign an art exhibition loan agreement
- The artwork on loan and accompanying materials may be used for promotional or educational purposes connected with the exhibition, including but not limited to: the Library newsletter, website, posters, show announcements, and other publications.
- All work must remain at the Library for the duration of the specified exhibition dates. The exhibit will be available for viewing during the regular operating hours of the Library only
- All work in Library exhibitions must be for sale. The artist must provide a complete price list to the Library Foundation upon the exhibition opening.
- A 30% commission will be retained by the Library Foundation on any work sold. The Library Foundation will collect the total retail amount from the purchaser and pay the artist 70% of the purchase price upon conclusion of the exhibition. Buyers must agree to allow any work purchased during exhibition dates to complete the show. Crating and shipping expenses will be the responsibility of the purchaser.
- Installation of the exhibition is the responsibility of the artist. Exhibits must conform to the space restrictions of the exhibit area. The artist is responsible for installing the exhibit, as well as transportation of the artwork to and from the library. The Library will not provide storage for the property of exhibitors.
- Final decisions regarding publicity, curation, text, and installation of the exhibition will be made by the Library Foundation.
- Works exhibited at the Bozeman Public Library are covered by nominal insurance. If additional insurance is required, it is the responsibility of the artist.

The Bozeman Public Library Board of Trustees has the final authority for approving exhibits and reserves the right to prohibit any individual or group from displaying artwork.