

# LEWIS GALLERY AT PORTLAND PUBLIC LIBRARY

## **Guidelines and Responsibilities**

Thank you for your interest in exhibiting in the Portland Public Library Lewis Gallery. The Library is visited by thousands of people each month, and as a cultural center it is our goal to provide a gallery space that allows visitors to experience the cultural and artistic life of the city.

The Lewis Gallery at Portland Public Library is a large and open gallery that has 75 feet of wall space, a soaring entry, track lighting, and great public visibility. The Lewis Gallery is a critical part of the Library's intention to create a space that encourages greater visitation and public engagement with art.

Please review our list of guidelines below. If you are interested in exhibiting your work in the Lewis Gallery, please submit a proposal using the guidelines below and the Proposal for Exhibit form. Your proposal will be reviewed and you will receive an email confirmation upon receipt.

***Please note: submissions are reviewed on a rolling basis. If your proposal is accepted you will be contacted by a staff member from the Programming Office. The Lewis Gallery is routinely scheduled one year in advance.***

*Please email questions to [programming@portland.lib.me.us](mailto:programming@portland.lib.me.us).*

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### **Guidelines for the Lewis Gallery**

- ◆ In our effort to provide as much individual artist exposure as possible, priority will be given to exhibitions featuring more than one artist.
- ◆ The Lewis Gallery will aim to host exhibitions that offer great variety of media, topics, and artists on an annual schedule. The Library endeavors to schedule exhibits months ahead and accepts proposals for exhibits on an ongoing basis. The Library also, on occasion, solicits proposals from artists which would fulfill the Gallery's mission.
- ◆ Lewis Gallery exhibitions should have outside curatorial leadership by a trusted partner. Artists must provide a layout design using the floor plan of the Lewis Gallery as a guide, as well as a list of works. If accepted, this plan will be used as a guide for the installation. Any change to an approved plan must be submitted to Library staff for review.
- ◆ Portland Public Library has an insurance policy up to a certain amount that covers objects while they are on exhibition, additional coverage is the responsibility of the exhibiting artist(s).
- ◆ Subject matter of show must be appropriate for children as well as adults, therefore explicit images are not permitted in gallery shows. The Library reserves the right to disqualify images that seem incongruent with the public nature of the gallery.

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- ◆ The Lewis Gallery is monitored by closed circuit camera surveillance. Although security personnel routinely walk through the gallery, the area is not monitored at all times. Provisions must be made by the exhibiting artist(s) for any objects that are vulnerable to theft (i.e. small sculptures) or that present a safety concern.
- ◆ Installation and removal of work is the responsibility of the exhibiting artist(s) and must be done in coordination with Library staff. Library staff has final approval of exhibition layout.
- ◆ Proper information, high resolution images for publicity within the Library, labels, and price information must be provided by the exhibiting artist(s). The Library does not function as a sales agent. Buyer contact must be directly with the exhibiting artist(s).
- ◆ Portland Public Library participates in the city's monthly First Friday Art walk. All exhibitions must be in place for the First Friday of the month.
- ◆ All interested artists are strongly encouraged to make a site visit prior to submitting a proposal. Artists should thoughtfully consider the logistics of creating an exhibition that will make full use of the space.
- ◆ Photo Policy: Portland Public Library permits non-commercial photography with the following restrictions:
  - No flash, video cameras, or tripods are permitted.
  - No photography of works with a camera icon with a slash through it on the wall label.
  - No video filming – Due to copyright law, Portland Public Library does not allow video filming of any artwork, person, or building contents residing within or on the property. This includes any and all electronic devices capable of recording video media. Any unauthorized video taken on the property of Portland Public Library is subject to confiscation.
  - Non-commercial photos must credit the artist and the Lewis Gallery, Portland Public Library.

### **Portland Public Library is responsible for:**

- ◆ Providing exhibit space
- ◆ Publicizing the exhibit to the community through library signage, press releases, print and electronic messages and mailings
- ◆ Final approval of exhibit material and installation
- ◆ Providing and installing vinyl lettering (title of exhibit and artist(s) name) in the gallery
- ◆ Responsible for hosting a reception for the First Friday Art Walk

### **The exhibiting artist(s) is responsible for:**

- ◆ Providing a portfolio, resume, and price list for display in the gallery

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- ◆ Providing an inventory and layout plan prior to the date of installation
- ◆ Installation and de-installation of the exhibit at designated times coordinated with Library staff
- ◆ Providing installation materials, which include hanging wire, artwork labels, introduction panel
- ◆ Insuring the exhibit beyond the amount covered under the Library policy
- ◆ Making provisions for art work vulnerable to theft (i.e. small sculpture) or objects that present safety concerns
- ◆ Attending to problems that might occur with exhibit materials during the course of the display
- ◆ Replenishing promotional materials and inventory/price lists in the gallery