



68 Calhoun Street, Charleston, SC 29401

(843) 805-6930 www.ccpl.org

I (We) \_\_\_\_\_  
(name of exhibitor)

\_\_\_\_\_  
(address)

\_\_\_\_\_ (city, state, zip) \_\_\_\_\_ (phone #)

\_\_\_\_\_  
(email address)

**wish to submit display artistic works in the exhibition described as:**

Exhibition Title: \_\_\_\_\_

Available Dates: \_\_\_\_\_

**located at the Saul Alexander Gallery, Main Library of CCPL. In making and signing this document, I (We) agree to observe and comply with all conditions, requirements, and obligations contained in the Gallery and Case Display Policy attached.**

Signature of exhibitor: \_\_\_\_\_

Number of pieces: \_\_\_\_\_

Medium: \_\_\_\_\_

**Please send the completed application, resume and work samples (see attached submission guidelines) to:**

**Charleston County Public Library  
Attn: Mallery Manning  
68 Calhoun Street  
Charleston, SC 29401**

Received By: \_\_\_\_\_ (For CCPL) \_\_\_\_\_ (Date)

## **Charleston County Public Library Saul Alexander Gallery Gallery and Display Case Policy**

**The Charleston County Public Library offers exhibition space in its main location to South Carolina artists and craftsmen for the purpose of presenting short term exhibitions of their work as part of a schedule that is to include special library sponsored exhibits. With the exhibition space serving as an avenue for the respectful exchange of artistic and conceptual ideas within a diverse constituency, these exhibitions should reflect the varied experiences and viewpoints of the people of South Carolina. The Charleston County Public Library Gallery Committee will select artists and craftsmen for inclusion in the exhibition schedule solely on the basis of the quality of the work.**

### Submission Guidelines:

1. Artists must submit a current resume and a minimum of 8, maximum of 12 examples of their work in the form of photographs, CDs or other electronic medium appropriate for display to the Saul Alexander Jury Committee. Examples submitted must be representative of the work intended for display, and each work must be labeled with the artist's name, the title, medium and size.
2. Artists must be at least 18 years old to submit their work for consideration by the gallery committee.
3. The work should not have been previously exhibited at the library. Preference will be given to newly created work in the selection process.
4. There will be an annual call for entries with a specific deadline. Artists will be notified within a reasonable time after the next gallery committee meeting date.

The director of the library has final approval for all exhibits.

### Gallery Exhibit Standards:

1. Works on paper and photographs should be protected with glass or acrylic glazing. Acetate or shrink-wrapped works are not acceptable.
2. Alternative framing (with artwork sandwiched between glazing and backing) held together by plastic or metal brackets is acceptable if a secure hanger is provided.
3. For mediums not requiring glazing, such as paintings on canvas or fiber art, a sturdy framework with hanging wire is required. Lattice strip framing is acceptable for paintings on canvas.
4. The gallery utilizes a cable suspension system. A secure hanging wire attached to the picture is required.
5. Artists will be required to hang their own works. Special hanging arrangements will be made for library sponsored exhibitions. All hangings are subject to the approval of the gallery committee.
6. Case displays will be subject to the approval of the gallery committee.
7. Dimensions of the Saul Alexander Gallery are as follows: When entering the gallery, the left wall is 17'8", the rear wall is 14'6" and the right wall is 19'2". The room height is slightly more than 8'.

### Installation Standards:

1. A committee member will approve the installation of exhibits in advance and after completion.
2. Artwork, labels or business cards must be on heavy stock and must not be glued or nailed to the wall. Double-sided tape or pushpins are permitted.
3. If the artwork is for sale, the artist must submit a list containing titles and descriptions as well as prices. The list will be available to the public at the information desk. The artist may have business cards at the exhibit.
4. Works that are sold must remain in the gallery until the end of the exhibition, except under special circumstances.
5. The library will not be responsible for artwork not picked up at the agreed upon time.
6. The library will generate press releases for the opening of an exhibition and an announcement of the exhibition will be included in the library's monthly calendar. The artist may send out their own publicity at their own expense.

### Agreement:

1. It is agreed that the Charleston County Public Library will not be responsible in any manner to the exhibitor or the owner for the items or fixture pertaining thereto, in the exhibition in case of theft, destruction or injury thereto from any cause.
2. It is agreed also that the exhibitor or owner or both named hereto, are responsible for timely delivery, hanging and pickup of their work.
3. It is agreed that the number of items, including frames and mountings, which may be exhibited in a given space and the arrangements thereof, will conform to all requirements as may be prescribed by the gallery committee.
4. It is agreed that the exhibitor is responsible for transporting the art works to the library, for planning the display, arrangement or hanging of the exhibit, and for providing necessary materials and tools.

Approved by the Charleston County Library Board of Trustees October 1998