

Library Gallery
Parnell Memorial Library

CALL FOR EXHIBITION PROPOSALS

Parnell Memorial Library, the public library and cultural center at 277 Park Drive in Montevallo, Alabama, is soliciting exhibition proposals for the Library Gallery. Proposals are reviewed by the Gallery Director and the Arts Committee of the Parnell Memorial Library Foundation throughout the year.

Work in all media will be considered.

Artists and curators should submit the following proposal package:

- 10-20 images of creative work--35mm or digital images. (The Gallery Director and the Arts Committee reserve the right to view a sample work in addition to photo-documentation.)
- Artist or curator statement or, for a group show, a list of participating artists
- Curriculum vitae (including name, address, telephone and fax numbers, and e-mail address)
- One-page exhibition proposal, including description of proposed exhibition with any special requirements noted
- Copies of catalogues or reviews of previous exhibitions, if available
- SASE for return of materials

Deadline: Open

Exhibition proposals should be sent to:

Dr. Norman McMillan, Gallery Director
Chair, Arts Committee
Parnell Memorial Library Foundation
P. O. Box 62
Montevallo, AL 35115

mcmillan42@charter.net

(205) 665-2714

LIBRARY GALLERY
PARNELL MEMORIAL LIBRARY

All questions should be directed to:

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Lender/Artist

Name: _____

Address: _____

Telephone: _____ FAX: _____

E-mail: _____

Exhibition

Exhibit Name: _____

Start Date: _____ End Date: _____

Exhibit may be installed: _____

Exhibit must be de-installed by: _____

Lender will give a gallery talk or lecture: Yes No

Date & time of gallery talk/lecture: _____

Special Notes

All objects lent to the Library Gallery at Parnell Memorial Library should be recorded on the Loaned Object Description form. The form may be photocopied, as necessary.

The Loaned Object Description Form should be completed and submitted to the Gallery Director before the exhibition officially opens.

Parnell Memorial Library will exercise the same care with respect to loans as it does in the safekeeping of comparable work owned by Parnell Memorial Library. Security cameras are present in the gallery and in surrounding areas.

The lender is responsible for installation and de-installation of the exhibition unless otherwise agreed upon in writing. Assistance will be provided, if requested. The gallery uses the Arts-Supplies.net Classic Hanging System with security aluminum rods and security hooks. Each rod can hold up to 70 lbs.

Shipping to or from the Gallery is at the expense of the lender unless otherwise agreed upon in writing.

Parnell Memorial Library will insure the items in the exhibition while they are in the care, custody, and control of the Library. Work in the gallery is subject to a \$15,000 aggregate limit with a \$2,000 maximum per piece; it does not include coverage for shipping or art in transit. It will be the lender's responsibility to provide proof of appraised value to establish to the satisfaction of the insurance underwriter that the declared value is the fair market value. In no event will the Library be liable to the lender for damages in excess of the amount of any insurance recovery from the City of Montevillo's insurance policy, nor for any loss or damage due to causes excluded from coverage under the insurance policy.

The Library shall be held harmless from any and all liability arising from the installation, display, or de-installation of the exhibit.

The Library reserves the right not to include in the show any individual work(s) deemed inappropriate. Please consult with the Gallery Director regarding work that may be problematic.

Unless the Library is notified in writing to the contrary, it is understood that objects lent to it may be photographed by the general public. Such notice should be directed to the Gallery Director.

Loaned Object Description Form
(To be completed after the show has been negotiated)

No. _____ of _____

Artist: _____

Title: _____ Date: _____

Medium: _____

Description: _____

2D size (HxW, excluding mat/frame) _____

3D size (HxWxD, excluding base) _____

Special Handling requirements: _____ yes _____ no

If yes, please describe: _____

Value: _____

No. _____ of _____

Artist: _____

Title: _____ Date: _____

Medium: _____

Description: _____

2D size (HxW, excluding mat/frame) _____

3D size (HxWxD, excluding base) _____

Special Handling requirements: _____ yes _____ no

If yes, please describe: _____

Value: _____