



## Guidelines for Artists Exhibiting in the Georgetown Public Library

Welcome to the Georgetown Public Library's art exhibit program! Thank you for choosing our library as a place to show your creative work. Having art in the library is very important to the library and to our community, and we've adopted these guidelines in the interests of both the artists and the many people who come to the library every day—on a typical day, our gate count registers about 1,000 people coming through our doors, making the library a wonderful place to reach new audiences with your work.

We are very proud that for 2018-2020 the library won the Gold award for the "Best Place to View Art" category in the annual Best of Georgetown competition conducted by the Georgetown Convention and Visitors Bureau, and in 2021 we won the Silver award. We work hard to make the library a good place to view art, and we want it also to be a good place to show art.



Please read over this document and then let's discuss any questions, ideas, or concerns that you have. I'm looking forward to working with you!

Ann Evans, Adult Services Librarian  
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512-930-6614

Before your exhibit begins, I ask that you:

- **Be aware** that all items are displayed at the artist's risk.
- **Prepare to handle all sales** transactions yourself—the library staff do not facilitate sales. We believe that the artists who exhibit work in our library provide a service by bringing art into the lives of those who visit the building, so we also do not ask for a percentage of sales made during exhibits. If you sell a piece, it is best for it to remain in place until the end of the exhibit, but this is flexible—just check with me before making any changes.
- **Plan for the day of the installation.** It will be your responsibility to install the exhibit, though I will be available for questions and support. Coordinate arrival times for your artists and any helpers and, to the degree you can, plan out beforehand where each piece will hang (I will provide a diagram with measurements to help with planning). If you are exhibiting upstairs, I can reserve a meeting room for you to help you gather and organize the exhibit and keep

from blocking the library hall, aisles, and seats with packing materials as you install the exhibit. (This is especially helpful for groups but is a good approach for solo exhibits as well if the library is open during your installation time.) When you arrive to install, I will meet you and answer any questions you have; I can provide you with a flatbed dolly or book carts that you can use to bring your work inside, and a rolling stepladder with a handrail hang can use in hanging your work. You may want to bring pliers to help loosen any over-tight thumbscrews on the hanging hardware.

- **Frame, mat, and wire every piece in the exhibit.** Unframed canvases are OK if they are wired, with no tacks or staples should be visible along the canvas edges. Please note, too, that our hanging system has weight limits: no more than 50 pounds of weight per hanging rod and hook; no more than 150 pounds of weight per 8' segment of horizontal molding; and for highly dimensional work, the rods need to hang straight down along the wall; the work cannot pull the rod out away from the wall.
- **Bring enough artwork.** About 30 average-sized framed pieces are needed to fill the second floor Bridge Gallery; the Hall Gallery can accommodate an additional 30 pieces. The downstairs Café Gallery can accommodate about 25 pieces. If your pieces are larger than 16x20" matted and framed, fewer will be needed. If you realize you won't have enough pieces to fill the space, please alert me right away so we can discuss a solution. ***Please do not include artwork that has hung in the Georgetown Public Library in any previous exhibit.***
- **Create polished and informative labels.** Every piece should be labeled with Artist's Name, Title, and Medium on a small piece of cardstock. If your work is for sale, please include Price and Contact Information on *every* label (the library staff does not assist with sales). If your work is not for sale, please note NFS or Not for Sale on each label.

Labels can be attached either to the pieces themselves or next to them on the wall. ***If you attach the labels to the walls, please use green or blue painter's tape; putty-like adhesives and foam tape are not allowed.*** All adhesive must be removed by the artist at the end of the exhibit.

All labels for work in an exhibit should be printed in the same font, type size, and on the same size and color cardstock. For group exhibits, it is best to select one person to make all the labels so they will be consistent.

Below is a sample label in Arial 12.

Sylvia Smith  
*The Glad Black Cat*  
Oil on canvas  
\$250  
Contact: sylvia@gmail.com or 512-333-4444

- **Help me publicize your exhibit.** At least 6 months in advance, confirm with me the title of your exhibit and give me some text about you and your work. Also as early as possible, please provide a digital photo of one of the pieces that will definitely be in the exhibit that I can use for print and online publicity. Please provide a 180-300 dpi image since it will be used on a printed poster as well as online. The file size should be at least 1 MB—the larger the better. For help creating a good digital image of your artwork, view Tyler Stalman’s “How to photograph your art” video on YouTube at <https://youtu.be/Vpj28da03JQ>.

Here is the list of publicity avenues that I take care of for library exhibits:

- Create an 11x17” poster and put multiple copies up in the library
- Create a Facebook event for the reception (if you are having one)
- List the exhibit and reception on the library’s website, both on the events calendar at [library.georgetown.org/events-calendar](http://library.georgetown.org/events-calendar) and on the art exhibits page at [library.georgetown.org/art](http://library.georgetown.org/art)
- List the exhibit and reception in the library’s weekly emailed newsletter
- Mention the exhibit and reception in BiblioFiles, the library’s twice-monthly column in the Williamson County Sun
- Sometimes I can list the exhibit and reception with an image in the City Reporter that goes out with utility bills, but that is not true for every exhibit—this is variable, and it requires 3 months’ notice

If there are publicity efforts that you want to take on in addition to what I do, I enthusiastically welcome that. Some artists have created and sent out reception invitations, press releases, worked with graphic designers to create and print rack

cards, printed extra copies of the 11x17" poster I create and distributed them around town, etc. I do ask that you let me review your materials before you print or send them out, because the exhibit and reception are City of Georgetown-sponsored events that you will be representing, and because coordinating our efforts will help us present a more polished image.

- **Celebrate!** Exhibiting your work is a great accomplishment. If you would like to hold an artist's reception during your exhibit, let me know as soon as possible so I can reserve the appropriate library space for that purpose and let you know what the guidelines are for receptions. I will do the basic publicity for your reception, but attendance will primarily depend on your efforts to invite people in your networks to attend. For receptions, the library provides food and drink that serves at least 30 people; you can add to that if you want to. Please discuss with me in advance any ideas you might have for giving an artist talk, arranging a demonstration, providing music, or other extras that might make your reception unique and fun. Since the library will likely be open during your reception, we'll need to coordinate all planning.

Welcome to the library's family of artists! I'm glad you're here and I want to make your exhibit experience a positive one. Please don't hesitate to contact me anytime.

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Updated 12-12-2022