

Rio Rancho Library and Information Services Exhibit Guidelines

Our Purpose

The Rio Rancho Library and Information Services Dept showcases New Mexico artists to foster community collaboration and the enjoyment of art in a casual and welcoming environment.

How to Apply to Exhibit

Artists wishing to exhibit their work in the Loma Colorado Main Library Auditorium or the Esther Bone Memorial Library may complete the online [Art Exhibit Interest Form](#) and upload three digitized images of their work for review. Images submitted must be part of the actual exhibit. Exhibitors should be specific in describing the exhibit's subject matter. Subject(s) must correspond to the actual art that will be exhibited.

Alternatively, individuals may complete a printed version of the form and submit it in person at either branch along with digitized or printed images of their work which can be left at the library for review. Actual work may also be presented, but may not be left in the library.

Paintings, photographs, fiber art, quilts, and a variety of media will be considered as long as the art work is capable of being hung on a wall using our hanging system. Artists are expected to utilize the hanging system. The library may use images of the works for marketing purposes and to promote the exhibit.

Display Cases

Both branches have locked display cases for displaying small three-dimensional works. The display case at Esther Bone is 82" long x 52" high and 12" deep. Loma Colorado's display case is 70" long x 72" high x 20" deep. Pieces need to fit comfortably within the case with the doors closed.

Timeline

Exhibit space is very popular and books out several months in advance. Once your application is received, you will be contacted by a librarian. Art is rotated every two months and generally booked 3-6 months in advance. Exhibits will be accepted as space allows. We endeavor to not repeat subject matter with too close a frequency, so exhibits may be booked accordingly.

Review Process

Once an application is received, library staff from the Adult Services Department will review the work to determine whether or when it is to be displayed. Permission for an individual or group to exhibit work at the Rio Rancho Public Libraries does not constitute an endorsement of their work or beliefs. Artists may exhibit in any of the libraries only once in any 24 month period.

The Rio Rancho Public Libraries accept art on all subjects; however, erotic or excessively violent scenes or depictions will be excluded. Please note: This is our final statement on the review process.

Art Exhibitor's Agreement

Once an exhibit has been approved and all its details confirmed, the exhibitor will be given an Art Exhibitor's Agreement which is a contract between the exhibitor and the City of Rio Rancho. The exhibitor signs the first part of the third page of the agreement prior to the mounting of the exhibit and the second page at the exhibit's removal to acknowledge receipt of the works displayed.

Group Exhibitor's Agreement

Each group must have a designated point person that communicates the needs of the group.

The programming librarian communicates *only* with the group's designated point person (often the head of the group or art association). The designated point person submits a digital image of each and every work to be displayed in the exhibit.

The designated point person signs the Exhibitor's Agreement on behalf of the entire group, once at the setup and then once at the takedown of the exhibit. The group or arts association should insure that the exhibit is set up and taken down during the scheduled times, as the Loma Colorado Main Library is unable to store art after the exhibit.

The Rio Rancho Public Libraries accept art on a variety of subjects; however, erotic or excessively violent scenes or depictions will be excluded.

Potential Clients and Display of Prices

Exhibitors may not post prices on or near the art exhibited. Prices may not appear in a brochure or take-away exhibit catalog displayed on a promotional table. All arrangements between the exhibitor and potential clients must be made privately, as the Rio Rancho Public Libraries do not serve as a sales agent for the exhibited pieces. Displayed pieces subject to a purchase arrangement made prior to the end of the exhibit may not be removed until after the show has been taken down. Sold signs may not be posted on any art work displayed during the course of the exhibit.

Exhibitor's Promotional Table

The Loma Colorado Main Library provides a table for exhibitors to display catalogs, brochures, business cards, guest books, and other promotional items. Exhibitors are encouraged to make use of the promotional table which is maintained throughout the exhibit.

Important Information

Works to be exhibited must be in good condition and ready to mount on our hook and wire system. The exhibitor may provide labels for each piece if desired. Each exhibitor is responsible for mounting and removing the exhibit promptly, according to the dates and times agreed to on the Exhibitor's Agreement Form. If an exhibit is not removed in a timely manner, or other arrangements made in advance, staff will remove the art from the exhibit area. The City of Rio Rancho does not insure art works displayed in public buildings during the time the art is on exhibit, in transit, or stored on library premises.

In the event the exhibitor makes any changes to the approved exhibit, the Library may approve the new exhibit, remove art not previously previewed, or cancel the exhibit. The Library retains the right to

cancel or re-schedule art exhibits if the Library has need for the space for Library programming or other purposes.

An image of each displayed work must be provided to the library ahead of the exhibit going up.

The City of Rio Rancho and the Rio Rancho Public Libraries assume no responsibility whatsoever for the safety or security of artwork displayed in either the Loma Colorado Main Library or the Esther Bone Memorial Library.

I have read the Rio Rancho Public Libraries art exhibit guidelines and agree to comply with all conditions.

Name: _____ Date: _____