

# Gallery 777 Application

ENRICH, EDUCATE, & EMPOWER

## GALLERY 777





## Lisle Library District | Gallery 777 Guidelines

### Introduction

The purpose of Gallery 777 is to enrich the Library experience for patrons and to provide creative recognition and public space for local artists to display their works. Gallery 777 serves as an avenue for the respectful presentation of artistic and imaginative talents within a diverse community. Exhibitions reflect the varied experiences and perspectives of our local artists. Individuals and/or groups, from amateur to professional, are encouraged to complete a submission form for consideration.

### Exhibit space and duration

Space is available for two-dimensional art pieces with proper framing and wires for hanging. The number of pieces to be displayed will depend on size of framed art and number of wires needed to hang individual pieces. The display space is approximately 20 feet by 8 feet. Artists are encouraged to visit the space in person to assess the exhibition area. Only 2D, hanged art will be permitted (no easels or freestanding pieces will be displayed). Art will be exhibited for two months or a time frame to be determined by designated Gallery Coordinator.

### Guidelines for exhibition:

1. The use of exhibit space is subject to review by designated Lisle Library District (LLD) staff/Gallery Coordinator. Artists must complete the Gallery 777 Exhibit Form available on the LLD website or at LLD public service desks. Forms should be submitted to the Gallery Coordinator. LLD receipt of completed form will not necessarily determine acceptance to show, assignment time, or the order in which an individual artist/groups may show.
2. Eligible artists must be at least 18 years of age and residents of Illinois; priority will be given to Lisle Library District residents.
3. Decisions about whether an exhibit is appropriate for the Library will be decided by the Gallery Coordinator. All artwork will be previewed via photograph or digital image prior to acceptance. All artworks which are legally obscene or lack thoughtful artistic value [measured against local community standards] may be rejected for display. LLD reserves the right to reject any artwork which it deems inappropriate to the Library setting; in full, or in part. Approval of artwork to exhibit does not imply endorsement of the artist's viewpoints/beliefs or artistic expression by the LLD or the Library Board of Trustees.
4. The work exhibited must be the artist's original artwork.
5. Date and physical installation of art is organized with designated Gallery Coordinator. Artists are responsible for delivering works to the Library. Artwork accepted for exhibition may not be mailed to LLD nor will it be returned by mail. Installation will be handled by the Gallery Coordinator with assistance from the artist. Artists are expected to remove items on the final day of their exhibit within a designated window of time; established by LLD Gallery Coordinator.



6. Appropriate, durable framing must be used for hanging art. Size and weight of the exhibit items must be suitable to hang on hook and wires. The maximum weight should not exceed 15 pounds. Paintings, drawings, and other fine art and photographs must be ready for hanging with eyehooks/wires. Each piece of artwork is individually suspended from gallery rails by means of metal S-hooks and hanging cable. The artist's full name, contact information and title of the work should be printed and attached to the back of each piece.
7. Promotion of the exhibit is the responsibility of the artist. LLD may include information about the exhibit on the LLD website, in the *Connections Newsletter* and via LLD social media platforms. Exhibits may not promote any commercial enterprise. Permission to photograph, archive and electronically post any work accepted for exhibition is considered granted.
8. If an artist would like to sell their work, all sales transactions will be coordinated privately between the artist and purchaser. Contact information will be displayed on the artist information wall adjacent to the exhibition space.
9. If a piece of art is sold during the exhibition time, the piece will remain in the exhibit until the duration of the exhibit is complete.
10. All informational wall mounts, such as: artist contact info, biography, pricing, and artwork identifiers will be attached by LLD staff. Artists will not be permitted to adhere supplementary labels to Library walls.
11. LLD staff and Board of Trustees assume no responsibility for the preservation, protection, damage, loss or theft of items displayed in the exhibit. LLD does not provide insurance coverage for artwork exhibited at the library. LLD does not provide security or individualized monitoring of artwork.
12. Artists must provide a complete, itemized list of art pieces with submission form.
13. LLD reserves the right to delay or cancel any exhibit due to an unforeseen situation or need of the library to pre-empt the space.
14. Artists may hold an opening reception in the designated space and according to LLD Policy. Some guidelines of note for use of the reception space include:
  - Receptions must be scheduled in advance with the Gallery Coordinator and will have a designated time frame.
  - Alcohol is not permitted.
  - Refreshments will be provided by LLD and permitted in assigned reception area. Artist-supplied refreshments are permitted, however must be approved by the Gallery Coordinator at least one week prior to the reception. Approved refreshments will be labeled as 'artist-provided' at the event.
  - Invitations to attend any reception are the responsibility of the artist.
  - Receptions/guests will respect the Library atmosphere by observing the LLD Code of Conduct.



**Additional information required:**

- A brief biography and/or artist's statement.
- Contact information for the public.
- Provide preview of all artwork to be displayed. These can be delivered in the form of an email, web page address or photos/CD's included with this application. Please do not submit original artwork for review.

Submit your completed form and additional information to:

**[duranx@lislelibrary.org](mailto:duranx@lislelibrary.org)**

Xavier Duran

Arts, Culture, Educational Programming Librarian

Lisle Library District | Gallery 777

777 Front Street, Lisle, IL 60532

Ph: 630.971.1675

Thank you for your interest in displaying your works of art at **Gallery 777 | Lisle Library District**



# GALLERY 777 Art Exhibit Form

This is an exhibit for:  an individual artist  a group of artists or organization

*(If group, each member must complete/sign individual art exhibit form)*

Artist/organization name \_\_\_\_\_

Exhibit name (if applicable) \_\_\_\_\_

Organization primary contact person \_\_\_\_\_ (if applicable)

Mailing address \_\_\_\_\_

Daytime phone \_\_\_\_\_

Email address \_\_\_\_\_

Web page (if available) \_\_\_\_\_

Artistic medium (oils, mixed media, photography, etc.)  
\_\_\_\_\_

Total number of pieces (if member of group, please indicate # of *your specific pieces*) \_\_\_\_\_

I have read and agree to the LLD guidelines required to display my works of art at **Gallery 777 | Lisle Library District** which includes; *LLD staff and Board of Trustees assume no responsibility for the preservation, protection, damage, loss or theft of items displayed in the exhibit. LLD does not provide insurance coverage for artwork exhibited at the library. LLD does not provide security or individualized monitoring of artwork.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



# GALLERY 777

## Art Exhibit Form | Works List

Artist: \_\_\_\_\_

	Title	Size	Media
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