

Community Room Gallery at the Walter E. Olson Memorial Library

The Community Room Gallery is near the main entrance in an approximately 20-foot by 20-foot room with both natural and artificial light. This gallery was built through the generous support of Artarama and the Friends of Olson Memorial Library.

Olson Memorial Library seeks artists and photographers to submit work of interest to the community for review for future shows in the Community Room Gallery. Some preference will be given to artists who live in Northern Wisconsin. At certain times of the year, the library is especially interested in exhibits on specific themes, such as African-American themes in February, women's issues in March, and Hispanic themes in October.

The gallery contains two walls (20' and 18') lined with illuminated Walker art rail and rod systems. Prospective exhibitors are welcome to email our application form, 2-4 jpegs of work they wish to display here or similar works, an artist bio/artist statement, to: Director Sara Klemann at director@olsonlibrary.org. If selected, exhibitor must also email a jpeg photo for us to use with publicity material we will produce and disseminate for the show.

All work must be appropriate for a public library that serves all ages. Inappropriate, and thus prohibited, art work includes, but is not limited to, partisan political and religious messages, as well as images of frontal nudity. The Olson Memorial Library reserves the right to reject or take down any work that the Library Board in its sole judgment deems to be inappropriate or that our patrons find offensive for any reason.

Exhibits in the library are hung for one or two months and are free to the public to view during regular library hours. The exhibitor is responsible for hanging and taking down the show, which will be done on a schedule negotiated by the library, generally during library-open hours.

The exhibitor is responsible for bringing the work into the building to hang the show on the agreed-upon date. We cannot store any work or equipment in the library. The walls are designed to accommodate work using Walker Art picture hooks or clips. The work must be hung in a sturdy, non-swinging way.

If the exhibitor wishes to offer the work on display for sale, he or she must create a price list, which will be kept at the information desk and referred to by a sign in the gallery. The exhibitor is responsible for creating printed 3" x 5" labels for each piece displayed and may hang or display other printed materials about himself or herself and the show in the gallery.

If the exhibitor desires, the library will host a reception in the gallery on any Friday or Saturday evening during the exhibition period, after the library closes for the day. The exhibitor is responsible for supplying easy-to-eat and non-messy food and nonalcoholic beverages, plus paper goods. A library staff member or agent will be in attendance to assist. The exhibitor is responsible for any damage incurred by the library either because of the reception or the exhibit itself. The library will not be responsible for any damage or theft of the materials hung in the exhibit. The exhibitor must provide his or her own insurance if desired. The library may request to see proper insurance for items deemed of high value.

Art Exhibition Application

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Name of Exhibitor Applicant: _____

Address: _____

Daytime Telephone: _____

Email: _____

Reason you wish to show your work here (optional)

Proposed show theme (if applicable)

The undersigned represents that he or she owns the work being exhibited in the library and that the Walter E. Olson Memorial Library is authorized to display and/or offer the items for sale. The undersigned further agrees to indemnify, defend and hold harmless the Walter E. Olson Memorial Library, its Trustees, the Town of Lincoln, and all its agents and employees from all claims, liability, fines or legal fees that may arise due to injury to any person in connection with the exhibit, or damage or loss of any of the items exhibited in the library.

_____ Date: _____

Application Approved By: _____ Date: _____

Exhibit Opening Date: _____

Exhibit Closing Date: _____

Date Exhibit Will Be Hung: _____

Date Exhibit Will Be Removed: _____