

LAVENIA MCCOY PUBLIC LIBRARY  
**ART DISPLAY  
APPLICATION**



**Introduction**

Lavenia McCoy Public Library encourages artistic and cultural interests by providing a showcase for local artists. In turn these exhibits and displays will enrich our community library. The library welcomes artists of all ages whether you are an amateur or a professional.

**How to Apply:**

**The artist will need to submit the following in order to display their work:**

- Completed "Art Display Application"
- A photograph of each piece of artwork you wish to display
- A short bio
- A photograph of yourself (optional)

**Questions?**

Contact us at [librarian@impl.org](mailto:librarian@impl.org) for more information, or call the library at 884-2222.

# LAVENIA MCCOY PUBLIC LIBRARY

## Art Display Application

Artist Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (h) \_\_\_\_\_ (w) \_\_\_\_\_ Email: \_\_\_\_\_

Which is the best method for interested buyers to contact you? (phone, cell, email, etc.) \_\_\_\_\_

Type of artwork	Title	Size w/Frame	Price/Value
1). _____	_____	_____	_____
2). _____	_____	_____	_____
3). _____	_____	_____	_____
4). _____	_____	_____	_____
5). _____	_____	_____	_____
6). _____	_____	_____	_____

I have submitted a photograph of each piece of artwork I wish to display, a short bio and photograph of myself (optional). **All my wall hangings MUST have wire attached to the back so it may be hung.** The Library staff will review all "Art Display Request Forms". All artwork will be previewed to insure that it is appropriate for display at the Lavenia McCoy Public Library. A member of the staff will contact you after your request form has been reviewed and approved.

Artwork will be on display for a period of three months. Artists are responsible for their own labels.

**The library staff will refer all queries about the purchase of artwork to the artist. Library staff is not involved in the sale of artwork on display at the Lavenia McCoy Public Library.**

Each exhibitor agrees that the Lavenia Public Library assumes no responsibility for loss or damage to artwork on display and agrees to release the Lavenia McCoy Public Library, its officers, trustees and employees from all such loss or damage.

Please return form to:  
Lavenia McCoy Public Library  
P.O. Box 227  
395 Center Drive  
Bayfield, CO 81122  
(970) 884-2222

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**Artist Signature**

**Date**

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Date Received \_\_\_\_\_, Reviewed \_\_\_\_\_, Approved \_\_\_\_\_, Date artist called \_\_\_\_\_

Artwork will be on exhibit:  
Pick up dates:

## Policy and Procedures

Lavenia McCoy Public Library allows artists to display their artwork for a period of 90 days. There is no charge to the artist to display artwork in the library.

All artwork must be original by submitting artist.

Artist must be a local resident.

The Library must review and approve all Art Display Request Forms to insure that artwork will be suitable for children to view. A member of the Art Committee will contact the artist after request forms has been reviewed and approved.

The library staff will provide information about the artist and their exhibit to the viewing public.

Library staff is not involved in the sale of artwork on display at the Lavenia McCoy Public Library. However, the library staff will refer queries about purchase of artwork to the artist. Library staff will create a card to be hung on each piece of artwork. Please fill out the highlighted areas AS YOU WOULD LIKE IT TO APPEAR ON EACH CARD:

<b>Artist Name:</b>
<b>Title:</b> (this will vary for each piece)
<b>Price:</b> (this will also vary)
<b>Contact information:</b>

**Wall art MUST have a wire attached to the back for hanging, we will not be able to hang artwork if hanging wire is not attached.** Small art pieces will be displayed in our display case.

**Each exhibitor agrees that the Lavenia McCoy Public Library assumes no responsibility for loss or damage to artwork on display at the Lavenia McCoy Public Library, and agrees to release the Lavenia McCoy Public Library, its officers, trustee, invitees, and employees from all such loss or damage.**