



APPLICATION FOR EXHIBIT/DISPLAY SPACE

Name/Organization: _____

Contact Person: _____

Phone Number: _____ (home) _____ (work)

Address: _____

Email Address: _____

Proposed Title of Exhibit: _____

If requesting a particular date, please specify: _____

Please describe the exhibit in-detail including the following information. Attach an additional sheet if needed:

- *number and size of works*
- *how the work is framed, mounted, or presented*
- *the purpose and nature of the exhibit*
- *include information for reception and programming if applicable*

Location preference

- | | |
|--|---|
| <input type="checkbox"/> Downtown Lower-Level Multi-Purpose Room Walls | <input type="checkbox"/> Downtown 3 rd Floor Walls |
| <input type="checkbox"/> Downtown Lower-Level Glass Cases | <input type="checkbox"/> Malletts Creek Branch |

Enclosed is a disk of digital images, photographs, or printed color copies of the works which comprise the proposed display.

Signature _____ Date _____

*Please return application form to:
Ken Raynor, Ann Arbor District Library, 343 S. Fifth Ave., Ann Arbor, MI 48104 (734) 327-4269*

This area is for use by the Exhibits Committee

Approved *Not Approved* *Date*

Exhibits at the Ann Arbor District Library

STATEMENT OF PURPOSE:

The Ann Arbor District Library is an information center for the community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, a primary objective of the library is to serve as an active resource for learning, studying and contemplating ideas. In an effort to increase the visual education and artistic experience of all visitors, the Library's exhibition program features local, regional and national artists as well as traveling exhibitions.

EXHIBITS PROCEDURES:

Potential exhibitors are required to submit an exhibit application along with images of the actual works to be considered for review, which will be examined by the Library Exhibits Committee. Images may be submitted in digital format, as photographs, or as printed color copies. Please do not submit original works. New work may only be incorporated into an exhibit with the approval of the committee.

The committee will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding on the suitability of any work, the committee is mindful that the areas of display are used for normal library activity and will be viewed by all segments of the community and all age groups.

Exhibit space may not be used for advertising or for commercial enterprises or political candidates.

Applications are reviewed on a quarterly basis, or as needed, according to the following submission deadlines: March 31, June 30, September 31, and December 30.

The Library reserves the right to decline any application for artistic, cultural, educational or scheduling reasons. The Library Director reserves final approval over any recommendations of the Library Exhibits Committee. The Library Director reserves the right to request the exhibitor to make changes to the exhibit as required by the Library.

Once approved, all exhibit scheduling and placement will be coordinated by the Library's Community Relations and Marketing Department, and approved by the Exhibits Committee Chairperson. Upon acceptance exhibitors are required to provide information describing the purpose, title and ownership of the exhibit for promotional purposes and before it can be mounted.

Ann Arbor District Library Exhibits Committee

Receptions and Programming

- The lower level Multi-Purpose Room is available for opening receptions Monday-Saturday and on Sundays during the school year.
- The reception date and time must be approved by the Community Relations and Marketing Department.
- The reception may not extend past the Library closing time of 9:00 p.m. Monday - Friday; 6:00 p.m. Saturday; and 6:00 p.m. Sunday.
- The room must be cleared and returned to its original state by closing time.
- The artist is responsible for food and beverage set-up, clean up, and cost.
- No alcoholic beverages may be served on the premises.

*Thank you for your interest in exhibiting at
The Ann Arbor District Library*

