

## **Elisabeth C. Miller Library Art Exhibit Policy**

The Miller Library at the Center for Urban Horticulture is part of the University of Washington Botanic Gardens. The library emphasizes horticulture, botany, plant ecology, and garden design. We serve students, faculty and staff of the University and other regional schools, professional horticulturists and garden designers, and especially the public. Exhibiting art enables us to celebrate local artists who share our love of plants, gardens, and nature. Art can be both educational and inspiring, drawing the community into the library throughout the year.

### **ACCEPTANCE PROCESS**

Contact Information:

[hortlib@uw.edu](mailto:hortlib@uw.edu)

We schedule exhibits about a year in advance.

**Email us color scans or copies showing examples of your art. If you have a website featuring your work, please include the relevant link. You may also arrange to bring samples of your work to the library during our open hours.**

If we are interested in showing your artwork, we will contact you for an appointment to discuss scheduling, reception, and display options. We will need a short biographical statement, an exhibit summary, and digital photos of a few pieces for the e-newsletter, ideally three months in advance. Send the statement and high-resolution photos to [hortlib@uw.edu](mailto:hortlib@uw.edu). If you need to cancel for any reason, please let the library staff know as soon as possible. Exhibits generally run for a month, but the schedule is flexible to accommodate Library events or artist limitations.

### **SUBJECT/SCOPE OF ART**

The library exhibits artwork that has some connection to plants, landscapes, and gardens, which may be interpreted and depicted in a wide range of ways, anywhere on a continuum from realism to abstraction, using a wide range of materials. We have shown photography, botanical illustration, felt and textile works, basketry, sculpture, artist books, and more. All pieces are subject to Library staff approval.

### **DISPLAY SPACES AVAILABLE:**

1. entryway display cases: four lockable cabinets with glass shelves and doors
2. on top of the low filing cabinet in the library entry
3. two lockable rectangular museum cases
4. tops of four low bookshelves, limited to 50% of the horizontal space to preserve library sight lines and work surfaces
5. ends of tall bookshelves, eight spaces, depending on size of art
6. wall across from the reference desk and wall above standing computer stations; back west wall, replacing the permanent art
7. hanging from wooden beams
8. No new holes may be made to hang art

The library has some supplies for hanging art on the bookcase end-caps, and easels in several sizes for shelf top displays. You are responsible for any additional hardware, hanging the art, and taking it down. All work must be labeled, including prices on all work that is for sale. The library is open to the public during set-up. People want to know about you and your work, so please provide an artist statement.

The library strives for scientific accuracy. If labels include misspelled or inaccurate plant names, library staff will ask the artist to correct those labels.

#### OPENING RECEPTION/REVIEW PARTY

Receptions are the artist's responsibility, and are welcomed but not required. If you want a reception, set the date at the planning meeting. Library staff must be present during receptions. You may use the Library's Program Room as a space for organizing and setting up artwork. If you plan to serve alcohol (only wine or beer are permitted), we need a minimum of four weeks notice to obtain a banquet permit. Please note that we can only publicize as public events those openings where no alcohol is served. Our kitchen is limited, with neither stove nor oven. Easy-to-serve hors d'oeuvres are encouraged. We have some linens you may use, or you may bring your own. We have small serving plates and utensils as well as napkins and plates. We recommend bringing 2-3 bottles of a beverage of your choice, such as juice or sparkling water.

#### MARKETING/PUBLICITY

The Library will announce the exhibit in the Miller Library *Leaflet* and website, the library Facebook page, UW Botanic Gardens *E-Flora*, and elsewhere as appropriate. You are welcome to advertise beyond these publications, but please allow us to proofread any prospective press release or mailing. Please send to [hortlib@uw.edu](mailto:hortlib@uw.edu). You may produce and print a flyer or postcard but please allow us to check it for accuracy first.

#### ONLINE EXHIBITS [in cases where the library cannot hold in-person events]

You may choose to provide us with up to 8 digital images to display on a webpage dedicated to your work. Keep in mind that these images would be permanently saved on our UW-owned web server and would be accessible to and downloadable by the public. Consider inserting a watermark or your name with a copyright symbol into the image to discourage illicit copying. If you decide to include an online exhibit we need the digital images 3 weeks prior to the opening date. We also need a list of each image file name with its corresponding caption. Suggested captions include the work title, dimensions, media, and price if it's for sale. We recommend images that are no larger than 2000 pixels wide or tall and at least 800 pixels wide or tall. We also encourage videos of your methods or about your motivations.

Online exhibit pages will be live for the duration of your in-Library show and may be turned on again in the future at the discretion of our staff. Please note that we will always include a link to your website in our publicity material whether or not you decide to create an online exhibit on our site.

#### SELLING ART

We strongly prefer that some of the work be available for purchase. Pieces that are for sale should have labels with titles and prices. If all pieces have the same price, that information may

be inserted into the artist bio/exhibit introduction sheet. The Library does not automatically take a percentage of your sales, but a 25% donation is suggested and appreciated. The Library does not collect sales taxes, so please round up your pricing to accommodate taxes. Any donation made is matched by the Miller Foundation Challenge grant. Library staff will collect payments for sold pieces, and hold the checks and cash for you to collect. It is helpful to provide us with an inventory of the art to help keep track of any purchases.

#### LEGAL AGREEMENT/INSURANCE

The Library and the UW Botanic Gardens cannot be held responsible for theft or damage of your work, so an agreement must be signed before any artwork is installed. The Library is staffed during all open hours and is locked when closed. If requested by the artist, the Library will secure insurance through UW's Risk Management's office up to a \$25,000 value. Beyond that amount we will negotiate the payment of the premium with the artist. If a claim is made the artist will be responsible for the \$250 per incident deductible. **In order to purchase insurance, an inventory of each piece with the value determined by the artist, is required a week before the exhibit opens. If a claim is made, the artist must provide justification of the stated value.**

## Check List

- Email or deliver a few samples of art work to be considered for exhibition
- Once accepted, schedule meeting to discuss sales, publicity, reception and the space
- Three months before the show, on \_\_\_\_\_, email hortlib@uw.edu:
  - digital image of representative art work
  - exhibit title
  - very short exhibit summary and bio
- If postcard or flyer will be produced, obtain staff approval before printing
- If artist reception is scheduled and if alcohol will be served, notify the library at least four weeks prior on \_\_\_\_\_
- If insurance is requested, one week prior on \_\_\_\_\_ email hortlib@uw.edu an inventory of art work with value (required for insurance, even if art work will not be for sale)
- Day of setup, print a few copies of the full exhibit summary and biographical statement (suggested length: 2-4 paragraphs)
- Day of reception, if occurring, allow at least one hour for set-up and clean up.
- Within four weeks after the exhibit ends, please send a check for 25% donation of total sales made out to “UW-Miller Library Fund.” Please round to the nearest \$5.