

Elisabeth C. Miller Library Art Exhibit Policy

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

ACCEPTANCE PROCESS

Contact Information:
hortlib@uw.edu

Exhibits are generally scheduled about a year in advance.

Email our staff color scans or copies of a few representations of the art to the library. You may also deliver samples to the library during our open hours.

If we decide the artwork is suitable we will contact the artist for an appointment to discuss scheduling, reception options and display options. The artist will then provide a short bio, exhibit summary and digital photo of a sample piece for the e-newsletter three months in advance. The bio and high resolution photo should be sent to hortlib@uw.edu. If there is a need to cancel for any reason please let the library staff know as soon as possible so that we may have time to find a replacement. Exhibits generally run for two months, but the schedule is flexible to accommodate Library events or artist limitations.

SUBJECT/SCOPE OF ART

The library exhibits artwork with an explicit connection to horticulture or botany, such as depictions of plants or gardens, or works of art which use plant-based dyes or surfaces. All pieces subject to Library staff approval.

DISPLAY SPACES

Artwork may be displayed in the following spaces in the library:

1. the lobby display cases, four narrow cabinets: lockable cases with glass doors
2. on top of low file in the library entry
3. on top of four low book stacks, limited to 50% of the horizontal space to preserve library sight lines and work surfaces
4. on the end of high book stacks, eight spaces
5. on the wall across from the reference desk and on the back west wall, replacing the permanent art. No new holes may be made to hang art.

The library has limited supplies for hanging art on the book stacks and small easels for stack tops. The artist shall be responsible for supplying additional necessary hardware, hanging the art and taking it down. All work must be labeled and work for sale must be priced upon

installation by the artist. Keep in mind the library will remain open for business during set-up so quiet work is appreciated.

Place the bio near your art work. People want to know about you and your work. There is no limit to how long this can be, but please keep it reasonable and readable!

OPENING RECEPTION/REVIEW PARTY

Receptions are primarily the artist's responsibility and are encouraged, but not required. If a reception is desired, the date can be arranged at the planning meeting. Keep in mind Library staff must be present and staff may not always be available at night. The Library will provide the Program Room as a place to set out food and beverages. If alcohol is to be served, please notify us in four weeks in advance so we can acquire a banquet permit. The Library will pay for the permit. Our "kitchen" is very limited, with neither stove nor oven. Easy to serve hors d'oeuvres are encouraged.

MARKETING/PUBLICITY

The Library will announce the exhibit in the *UWBG E-Flora*, the *Northwest Horticultural Society's Garden Notes*, the Arboretum Foundation e-newsletter, the Library's monthly e-newsletter and the Library's website. The artist is welcome to advertise beyond these publications, but we request a preview of any press release or mailing to review accuracy. The artist is welcome to produce a flyer or postcard, which the library can print on the color copier with paper supplied by the artist.

SELLING ART

If artwork is for sale, the price should be listed discreetly on the label with the title. If all pieces have the same price, that information may be inserted into the Artist bio/exhibit introduction sheet. The Library does not take a percentage of your sales; however, a 25% donation is suggested and appreciated. Any donation made would be matched by the Miller Foundation Challenge grant. Sales will be handled by the artist, but the Library will note sold pieces with a red dot and can hold onto checks if requested.

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 has an alarm system at night.

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 2 days before the exhibit opens. If a claim is made the artist will be required to 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 two weeks prior on _____
- Two days 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 bio (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, a check for 25% donation of total sales should be given to the library