

Exhibition Guidelines

The following guidelines outline responsibilities for all artists exhibiting work at the Library:

1. Works of art may be offered for sale, with prices established by the artist. The Library will not serve as a liaison for selling exhibited art or collect commission. The artist is responsible for providing contact information to communicate with the public for any sale. Works that are not available for purchase must be designated "NFS" (Not for Sale). Works sold must remain on exhibit throughout the designated period.
2. Works are hung by the artist only on the burlap area on the 4 Double-sided 53" wide x 67" high panels in the Gallery area. Works must be hung during the 1st two days of the month and taken down by end of day on the last day of the month or before if the last day falls on a statutory holiday.
3. Art must be display ready in order for works to be protected and well-cared for in the Library:
 - Paper pieces framed;
 - Canvases, if unframed, have finished edges;
 - If artwork is in a non-traditional format or left unframed/unfinished by design, the artist must present ideas on how to display on the art wall;
 - Each piece should be labeled on the back with name of artist and title of piece for easy identification: and
 - Exhibitors are responsible for the delivery, installation and removal of their exhibits, as well as the means for hanging their work (picture hooks, chains, etc).
4. The Library will print the artist and/or exhibition statement and labels. NWPL will provide pins to hang the artist and/or exhibition statement and labels. The library requires a copy of these items a week in advance of the scheduled exhibit to proof these items.
5. New Westminster Public Library, the City of New Westminster and the New Westminster Public Library Board and employees have no responsibility for any loss, theft or damage to works while they are being displayed in the library. We strongly suggest that you insure your work for any loss, theft or damage during your exhibit at the library.
6. The Library reserves the right to cancel or change show dates for any reason and has sole and final choice of artist's works for hanging based on space considerations and the appropriateness of works for display in a public building. Exhibits will be evaluated within the context of the public space and its users. The Library may require the removal of any item during the period of the exhibit. To avoid potential issues, artists are encouraged to share the work they plan to hang in advance.
7. The Library will issue press releases and promote art displayed at the library on our website and through our social media channels. Any information and images provided by the artist in their art submission may be used for the promotion of the exhibit.
8. The Library cannot accommodate exhibit openings.

By accepting a booking to display their works in the New Westminster Public Library Art Gallery, artists agree to these rules and conditions.

If you have any questions or concerns please contact us at: art@nwpl.ca