

Leonard J. Hansen Gallery at the Englewood Public Library

Policy and Procedure for Art Exhibitions

Approved by the Englewood Library Board of Trustees December 14, 2015

The Leonard J. Hansen Gallery stands just inside the main entrance in an approximately 25-foot by 20-foot atrium with both natural and artificial light. It is named for Leonard J. Hansen (1920-2003), a long-time Englewood resident, World War II veteran and local realtor with a deep history of community involvement. Mr. Hansen served as a trustee of the Englewood Public Library, helped found the Art Center of Northern New Jersey, and was president of the Community Chest of Englewood. An avid rare book collector, Mr. Hansen bequeathed much of his collection to the Union Theological Seminary and the Morgan Library in New York City. This gallery was built through the generous support of the Friends of the Englewood Library and the Ethel Coe Foundation.

The Art Exhibition Committee of the Englewood Public Library seeks artists and photographers to submit work of interest to the Englewood community for review for future shows in the Hansen Gallery. Some preference will be given to artists who live in Northern New Jersey. At certain times of the year, the library is specially interested in exhibits on specific themes, such as African-American themes in February, women's issues in March, and Hispanic themes in October.

The gallery contains seven 48" wide x 98" tall exhibit panels and five different-sized locked exhibit cases. (Please see attached spec sheet with detailed dimensions of each panel and case.) Prospective exhibitors must email our application form, 5-8 jpegs of work they wish to display here or similar works, an artist bio of no more than 300 words, and an artist statement of no more than 300 words, to: Director Mary Witherell at Witherell@englewood.bccls.org. If the application is approved by the committee, exhibitor must also email a jpeg photo for us to use with publicity material we will produce and disseminate for the show.

All work must be appropriate for a public library that serves all ages. Partisan political and religious messages, as well as frontal nudity, are prohibited. The Englewood Public Library reserves the right to reject or take down any work that fails to meet these criteria or that our patrons find offensive for any reason.

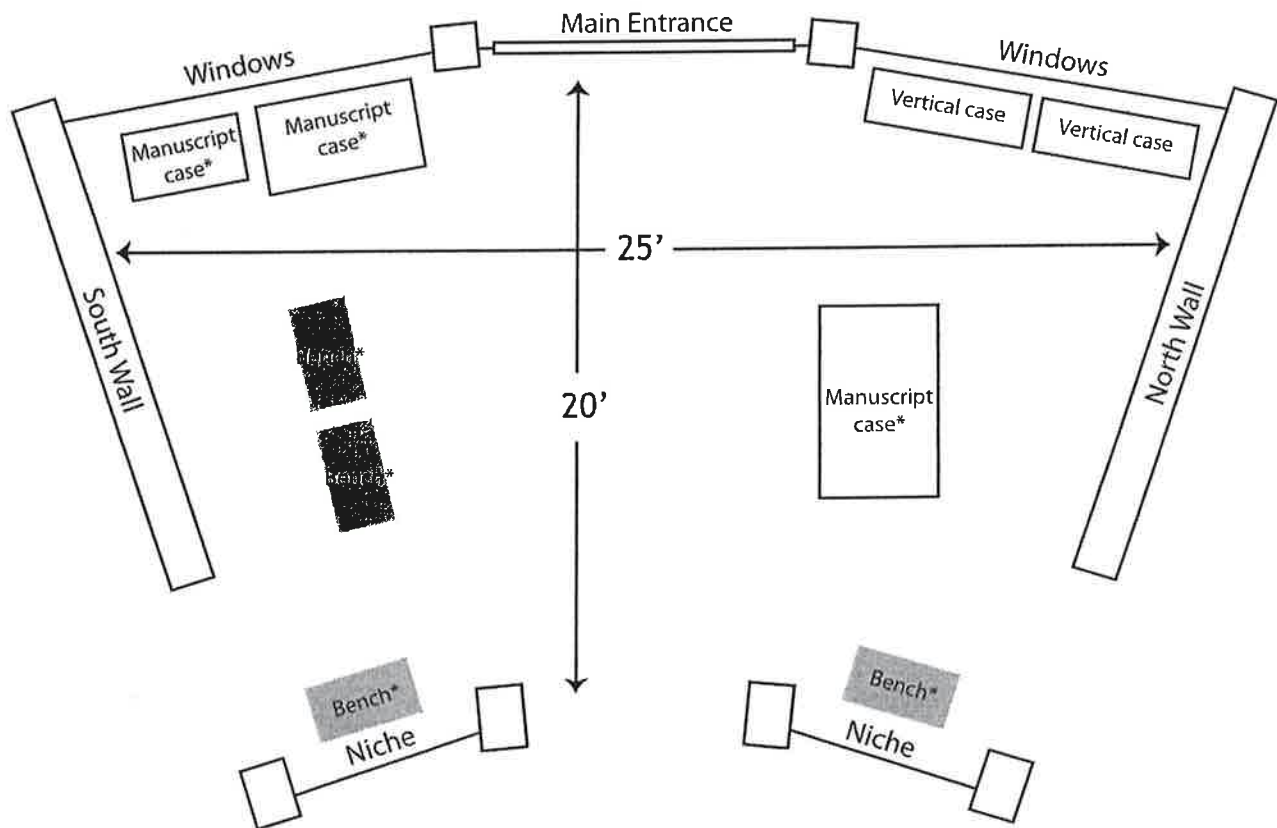
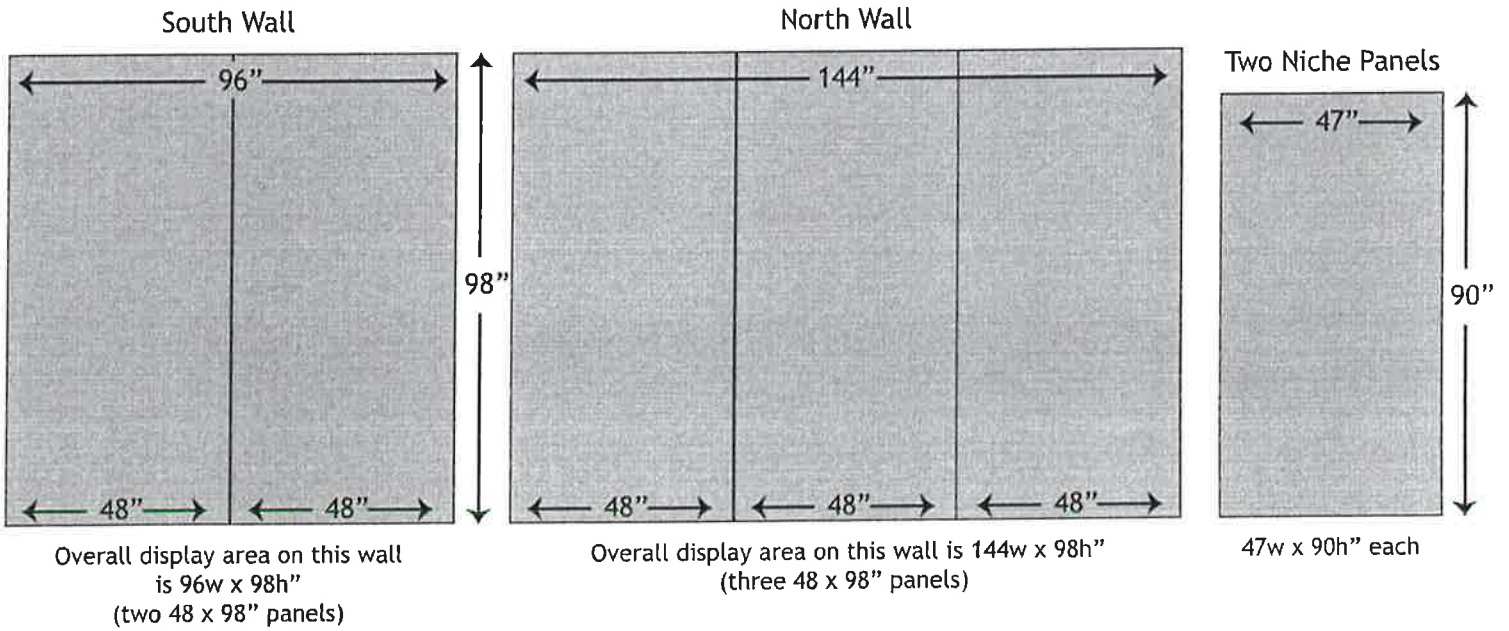
Exhibits in the library are hung for one month and are free to the public to view during regular library hours. The exhibitor is responsible for hanging and taking down the show, which will be done on a schedule negotiated by the library, during library-open hours. Once a date has been agreed upon for an exhibitor to hang the work, if he or she fails to do so at that time, the library reserves the right to cancel the show. The exhibitor is responsible for bringing the work into the building as well as all hardware and tools needed to hang the show on the agreed-upon date. We cannot store any work or

equipment in the library. The walls are designed to accommodate one-inch nails or picture hooks. (Please do not use saw tooth or clip-on hangers on the work.) The work must be hung in a sturdy, non-swinging way.

If the exhibitor wishes to offer the work on display for sale, he or she must create a price list, which will be kept at the circulation desk and referred to by a sign in the gallery. All sales during the exhibit will be handled by the exhibitor, who will pay the library a 25% commission on all work sold. The exhibitor is also responsible for creating printed labels for each piece displayed and may hang or display other printed materials about himself or herself and the show in the gallery.

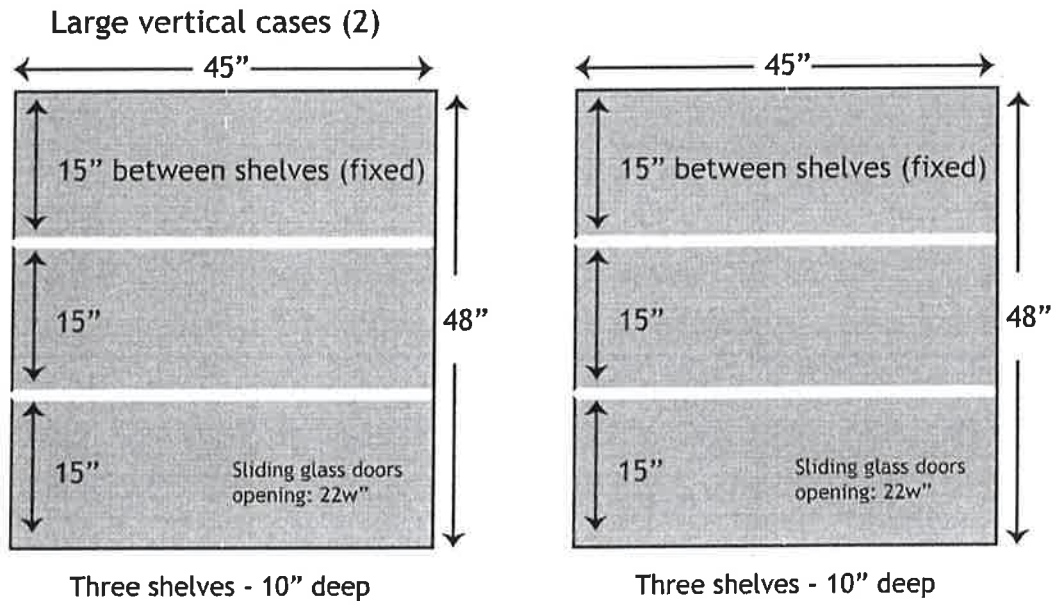
If the exhibitor desires, the library will host a reception in the gallery on any Friday, Saturday or Sunday evening during the exhibition period, after the library closes for the day. The exhibitor is responsible for supplying easy-to-eat and non-messy food and nonalcoholic beverages, plus paper goods. A library staff member or agent will be in attendance to assist. The exhibitor is responsible for any damage incurred by the library either as a result of the reception or the exhibit itself. The library will not be responsible for any damage or theft of the materials hung in the exhibit. The exhibitor must provide his or her own insurance if desired. The library may request to see proper insurance for items deemed of high value.

Leonard J. Hansen Gallery at the Englewood Public Library



*Position of these items can be changed

Leonard J. Hansen Gallery at the Englewood Public Library



Bottom shelf of display cases 24" from floor

All cases have sliding door openings that are approximately half the longest dimension of the case

