

**Schlow Centre Region Library Gallery Application**  
**211 South Allen Street State College, PA 16801**

The gallery is located on the first floor of the library next to the Community Room and the front entrance. The objective of our exhibits is to enrich the aesthetic environment of the library and the community, to provide a learning opportunity for people of all ages, and to promote works by local artists. Art is interpreted broadly to include paintings, sculpture, crafts, etc.

A gallery committee solicits and reviews applications from artists and oversees gallery operations. The committee meets periodically throughout the year to review applications. Artists interested in exhibiting their work are invited to apply by downloading or printing this form: [Gallery Application](#). The form is to be submitted along with a sample packet of work that may be kept on file.

**Conditions**

- The library carries no special insurance to cover damages, loss and/or theft and assumes no liability for loss, damage or theft of work. By signing the exhibit application the artist releases the library from all liability.
- The library reserves the right to reject or remove work if its content is judged not to be in the best interest of the library or its patrons.
- Artwork must be of suitable size for the gallery and must not interfere with use of library facilities.
- Selected artists are responsible for installation and removal of all works on the agreed upon days.
- Information for labels must be delivered to the Gallery Coordinator at least one week prior to the exhibit.
- Exhibits are to be installed by the artist with the assistance and supervision of the library's Gallery Coordinator. The Gallery Coordinator shall always retain final say in all aspects of arrangement and display.
- All art must be ready to install. No maintenance will be preformed by the library staff.
- Work will be displayed for approximately one month. Dates will be determined by the Gallery Committee and agreed upon by the artist at least one month prior to the installation of the exhibit.
- Art may not be removed or replaced prior to the last day of the exhibit without the permission of the library.

- Work may be displayed with discreet prices. The artist may also include a summary page that contains the following: Information concerning the exhibit, art can be obtained by contacting: (name, address phone), or the artist may supply business cards/pamphlets. This library does not collect a commission on sales at this time. However, donations are encouraged.
- Publicity regarding the exhibit is to be coordinated with the library. The library's standard means of publicity is limited to in-house promotions and press releases to the Centre Daily Times, The Weekender, C-Net, Penn State University's website, and State College.Com's website.
- The artist whose work is appearing in the gallery may schedule the use of the Community Room for a reception related to the exhibit. Scheduling of the Community Room is done through the library's Administration Office and must adhere to the library's Community Room Policy.

The artist is to provide his/her own refreshments and send out his/her own invitations.  
Alcohol is not permitted.

The reception must be open to the general public.

No sales of the work may take place at the reception.

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Description of work to be displayed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special requirements (if any):

Month requested:

Will you accept alternate month:

Please submit application along with 2-3 sample images (digital media preferred) to be kept on file. Include dimensions of work, medium, and a one page description about yourself. You will be notified as soon as possible after the Gallery Committee has made its decision, usually within the year of submission.

***I have read and agree to the conditions outlined in the Gallery Application of Schlow Centre Region Library.***

Date:

Signature:

***I agree to allow visual images of my art work to be used for publicity in printed publications and/or a website of Schlow Centre Region Library.***

Date:

Signature: