**Bozeman Library Friends and Foundation**
**Art in the Atrium Exhibition Proposal Guidelines**

The Bozeman Library Friends and Foundation (BLFF) is a non-profit organization which raises funds for the Bozeman Public Library. We use our atrium space to promote the visual and aesthetic enhancement of the Bozeman community through the display of rotating exhibits of public art that contribute a percentage of sales back to the Library.

Proposal submissions are received on a rolling basis and are scheduled according to space and artist availability. The Atrium Gallery showcases both traditional and innovative contemporary art forms as well as the work of both established and emerging artists of our region. The Library is committed to exhibitions that will expand the public's appreciation of art as well as reflect the diversity of the community. Each exhibition will run for approximately one month.

Wall space consists of approximately 80 linear feet, and pieces need to be prepped for a wire and hook system. We can only show pieces able to be hung on the wall (no sculptures on pedestals, etc.), and since the Atrium is high-traffic area, we recommended ones that do not protrude into the hallway. We welcome proposals that are collaborations from established art groups or complementary artist showings. Multiple artists may apply together using one combined proposal.

The BLFF retains a 30% commission on artwork sales as a fundraiser for the Library. All pieces should be competitively priced and we strongly suggest multiple price points (for reference, we have found that the public purchases pieces less than $500 with the most frequency in this particular venue, and rarely do we see a sale over $1,000). A mix of original art pieces and high-quality prints often yields the best sales results. Prints that can be sold multiple times are encouraged.

In order to best represent your work, please include all requested materials with your proposal:

1. **Cover Letter** expressing your specific interest in showing your work at the Library. Please also identify a time of year that would work best with your schedule.
2. **Bio/Resume** with contact information for communication
3. **Work Sample** with 5-6 images of your current work labeled with titles
4. **Artist's Statement**
5. **Proposed Exhibition Title and Description**

**Proposals may be emailed to:**
Andrea Kavert, Operations Manager: andrea@supportbozemanlibrary.org
Questions? Either email or phone the office at 406-582-2425

All artists who submit a proposal will be responded to within 30 days of the submission.

***Thank you for your interest in exhibiting at the Bozeman Public Library!***
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**Art in the Atrium Exhibition Criteria and Conditions**

Art exhibits are considered for display in terms of the criteria below. Not all exhibits meet all criteria.

- Consistent with the Bozeman Public Library Mission Statement ("create opportunities that inspire curiosity, exploration, and connection")
- Artistic merit and innovation
- Appropriateness of the artwork to the project/site in terms of scale, form, content and materials
- Safety of the artwork (shall not harm the building or affect access or safety)
- Durability of the artwork relative to the theft, vandalism and the environment
- Ability to be installed in the bustling Atrium hallway, hung on the walls with little protrusion into the walking space
- Shall be appropriate for viewing by children
- Historical or regional relevance and/or educational value
- Relation to other events or exhibits in the community
- Marketability of art to patrons of the library for sale

The following conditions must be met for the display of artwork:

- The artist must sign an art exhibition loan agreement
- The artwork on loan and accompanying materials may be used for promotional or educational purposes connected with the exhibition, including but not limited to: the Library newsletter, website, posters, show announcements, and other publications.
- All work must remain at the Library for the duration of the specified exhibition dates. The exhibit will be available for viewing during the regular operating hours of the Library only
- All work in Library exhibitions must be for sale. The artist must provide a complete price list to the BLFF upon the exhibition opening.
- A 30% commission will be retained by the BLFF on any work sold. The BLFF will collect the total retail amount from the purchaser and pay the artist 70% of the purchase price upon conclusion of the exhibition. Buyers must agree to allow any work purchased during exhibition dates to complete the show. Crating and shipping expenses will be the responsibility of the purchaser.
- Installation of the exhibition is the responsibility of the artist. Exhibits must conform to the space restrictions of the exhibit area and have clear labels with pricing. The artist is responsible for installing the exhibit, as well as transportation of the artwork to and from the library. The Library will not provide storage for the property of exhibitors.
- Final decisions regarding publicity, curation, text, and installation of the exhibition will be made by the Library Foundation.
- Works exhibited at the Bozeman Public Library are covered by nominal insurance. If additional insurance is required, it is the responsibility of the artist.

The Bozeman Public Library Board of Trustees has the final authority for approving exhibits and reserves the right to prohibit any individual or group from displaying artwork.