

# Shaler North Hills Library

1822 Mt. Royal Boulevard • Glenshaw, PA 15116 • 412-486-0211  
[www.shalerlibrary.org](http://www.shalerlibrary.org)

## ART GALLERY POLICY (2 pages)

The Shaler North Hills Library provides a public gallery space for local artists to display their works. Only two-dimensional artwork can be accommodated. (See Display Case Request for three-dimensional objects).

### I. PERMISSION

Permission to exhibit in the Art Gallery does not constitute an endorsement of the exhibit by the Library. Artwork is to be 'family friendly' and is displayed at the discretion of the Library. The Library retains the right to reject a piece not seemed suitable for viewing by the general public, including children. (The Library has the right to request a disclaimer be posted.)

Permission to exhibit in the Art Gallery will be granted within the following guidelines:

- Exhibits will meet the general objectives of the library:
  - a. to serve as a center of reliable information, seeking to identify and meet community information needs
  - b. to support the educational, cultural, civic and recreational needs of the community
  - c. to provide library service in conformity with the Library Bill of Rights
- Use of the Art Gallery is subject to approval by the Library Board and/or designated staff who may deny space to displays that do not meet the general objectives of the Library.

### II. AVAILABILITY/USAGE

- Artists may exhibit original artwork during the agreed upon time period. Artists may have only one month booking within a 24-month period. The schedule is subject to the Library's schedule, including any scheduled or unforeseen closure dates. The gallery runs on a month-to-month basis with artwork to be hung and removed within three (3) days of the beginning and end of the month. The Library has limited storage and requests prompt pick-up after each exhibit.
- An Art Gallery Request Form must be completed, signed, and submitted to the Adult Services Staff to hold the gallery. Forms are available at the Reference Desk or on our website.
- The Library staff will assist with the hanging of the exhibit. Hanging and removal are arranged between the staff and the exhibitor at a mutually agreed upon time as the Library hours and schedule allows.
- The Library and its representatives will provide reasonable efforts to ensure the safety of all artwork displayed on the premises but will not be held responsible for lost, stolen or damaged artwork. The Library carries general liability insurance.

### III. ARTIST RESPONSIBILITIES

*Artists...*

- confirm that all artwork is original and done by the artist(s) named.
- Will provide an inventory list of the artworks a minimum of two weeks before the exhibit. All artwork pricing is done by the artist.
- will provide a biography/artist statement a minimum of two weeks before the exhibit.

**Continued...**

# Shaler North Hills Library

1822 Mt. Royal Boulevard • Glenshaw, PA 15116 • 412-486-0211  
[www.shalerlibrary.org](http://www.shalerlibrary.org)

## IV. GALLERY AND EXHIBIT SPECIFICS

### *The Library...*

- Has a gallery hanging system with adjustable wires and hooks. Be sure your artwork has wires or permanent hangers attached. The gallery holds approximately 20-36 pieces, depending on size (art can be double-hung). Art is hung in the gallery space above computer work stations. The artist should be prepared to assist with the hanging together with Library staff.
- Will provide wall tags (based on the artwork list submitted) and copies of the artist statement/bio for the public.
- Will publicize the artist/artwork in standard library materials which may include the newsletter, flyers, and social media. The artist is permitted to undertake his/her own publicity.
- A reception may be held upon request. Receptions are held during the Library's operating hours. The Library will recommend dates/times as related to the library's other activities. Artists are responsible for refreshments, set-up and clean-up. Alcohol is not permitted.

## V. SALES

- Exhibitors are permitted to sell items. Artists are responsible for any related sales tax.
- For sales by cash/check, the Library will hold the money in a secure location until the end of the exhibit. For sales by credit card, the Library will deduct 1.5% card handling fee. The Library will send the total collected to the artist by check, one-two weeks after the exhibit closes. Donations to the Library from sales are gratefully accepted.

## VI. CANCELLATION

- Notice of cancellation should be submitted by phone, in writing or by email to Library Adult Services Staff as soon as possible, and at least two weeks prior to the display date.

Reviewed August 2025