



P. O. Box 249, 23 SOUTH STREET,
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www.minormemoriallibrary.org

EXHIBITION PROCEDURES & INFORMATION THE MINOR MEMORIAL LIBRARY COMMUNITY STUDIO AND GALLERY

The Minor Memorial Library is the principle public library of Roxbury, CT. The Gallery is located in the Library's Community Studio. The Community Studio and Gallery functions not only as an art gallery but as a space for concerts, lectures and movies as well as children's programs. Exhibitions are selected to provide variety, quality and public interest throughout the year. The Exhibition Committee (the jury) of the Minor Memorial Library Community Studio and Gallery will consider applications on the following terms:

Artists must submit a resume and a minimum of **ten 4" x 6"** glossy photos of recent work with dates, dimensions and medium indicated on the back of each photo.

Consideration of each applicant will take place by the jury. Submissions should be placed in a manila envelope clearly earmarked EXHIBITION COMMITTEE and dropped off at the Minor Memorial Library during normal operating hours.

If an artist's work passes jury scrutiny, a studio tour may be requested. Artists whose work is not selected for exhibition will be informed by letter. Upon approval for exhibition the committee will send the artist a complete list of guidelines outlining the artist's exhibition responsibilities. The following includes some information from that list:

a. The Minor Memorial Library requires a 20% commission on all sales made during the show. Checks for artwork sold throughout the duration of the exhibit will be made payable to the artist and will be given to the library staff for retention until the show ends. At the conclusion of the exhibit, all sales will be totaled and the artist will make out a check payable to the Minor Memorial Library in the amount of 20% of the that total. Sales tax is the responsibility of the artist and should be reflected in the price.

b. Artists provide and mail their own announcements/invitations (postcards) at least 3 weeks prior to their opening. Announcements must be cleared with the Exhibition Committee before being printed. To complement the artist's mailing list, the library supplies mailing labels (Avery 5160) of approximately 400+ names and addresses of local and area art patrons, regular exhibit goers, other artists, and interested parties. It is strongly suggested that you take advantage of this list, but it is purely up to your discretion.

c. The selection of work and layout of the display is subject to the approval of the Exhibition Committee. A member of the Committee is assigned to each exhibition and is available to assist the artist and answer any questions.

d. Artwork will be insured under the Town of Roxbury's insurance policy, only while on the premises of the library. The library will take care of handling work and contacting those who have purchased pieces once the show is taken down.

Curator, Paula Lazeski
203-263-4619, paulaolazeski@gmail.com

Library/Community Studio Hours:
Monday 12-7, Wednesday 10-5, Thursday 12-5,
Friday 10-5, Saturday 10-2
Closed Tuesday & Sunday