

# Fort Worth Library Exhibitor Packet

From paintings and photos to sculptures and collectibles, the Fort Worth Library offers a number of quality exhibits throughout the year. The Library strives to present some of the best works of local artists, photographers and collectors, celebrating both the talent and diversity of our community.

Review the documents in this packet for information on available exhibit spaces, policies and how to become a featured artist at Fort Worth Library.

## Contact Us

To: Fort Worth Library  
Attn: Central Library Exhibit Coordinator  
Address: 500 W. 3<sup>rd</sup> Street, Fort Worth, Texas 76102  
Email: [libraryexhibits@fortworthtexas.gov](mailto:libraryexhibits@fortworthtexas.gov)

## Table of Contents

Fort Worth Library Exhibit Policy

Library Exhibit Spaces

Central Library Gallery Hanging Procedure

Fort Worth Library Exhibit Labels & Signage

# Fort Worth Library Exhibit Policy

## General Policies

- The Fort Worth Library offers the opportunity to develop exhibits that meet the mission to improve cultural awareness and local historical appreciation as well as promote the pursuit of lifelong learning and reading.
- Exhibits are to be respectful of the Library's multi-purpose community and public service use. In the course of a year, exhibits present a broad spectrum of culture as well as a variety of viewpoints. Neither the Library nor the City of Fort Worth endorses the beliefs or viewpoints within the subject of an exhibit, whether Library-initiated or sponsored by an outside individual or community group.
- The Library evaluates proposals based on the following criteria: Is the exhibit appropriate for the Library? Does the exhibit support the mission and goals of the Library and the City of Fort Worth? Is the exhibit of interest to a substantial portion of the community? Does the exhibit contribute to representing a diverse range of viewpoints and interests?
- The regulations and procedures outlined in this document govern exhibits at the Library. Branch managers have the authority to approve exhibits in consultation with the programming staff.
- The exhibit space is not intended for advertising or commercial purposes. Exhibit items cannot have prices affixed. Exhibitors may provide a printed catalog listing the exhibited materials with contact information, but no specific prices. Sale of exhibit items at the Library is prohibited.
- The Library assumes no responsibility or liability for the safekeeping of any exhibit.

## Proposal & Exhibit Process

- Exhibits may be scheduled up to two years in advance.
- Exhibitors wanting to use exhibit space at the Library must complete the *Fort Worth Library Exhibit Proposal*. The Library asks that proposals be submitted at least six months prior to the proposed installation date.
- The programming staff reviews proposals. Exhibitors receive notice of a decision via telephone, email or letter.
- The library reserves the right to pre-empt any exhibit or display space for a Library- or City-sponsored exhibit or event. In such instances, the Library will make a reasonable effort to give advance notice of such pre-emption and assist in reserving another date. Priority is given to the Library's annual heritage events and exhibits sponsored by The Fort Worth Public Library Foundation or Friends of Fort Worth Public Library, Inc.
- Exhibits generally last 8-12 weeks. Unless approved in advance by the Library, no portion of the exhibit may leave before the agreed-upon conclusion dates.

## Shipping & Delivery

- Shipping, delivery and pick up of all exhibit materials are the sole responsibility of the exhibitor. The Library does not pay for any of these services.
- The Library cannot store items before the exhibit opens or after it closes. Unless approved in advance by the Library, delivery and installation take place on a single business day during normal operating hours. The *Fort Worth Library Exhibit Agreement* contains details on installation and removal.
- Central Library Only: Temporary loading and unloading is available at the building delivery entrance on the north side of the building on 2nd Street. There is no loading dock. Vehicles cannot block the doors or designated parking spots, and must relocate after moving materials.
- Central Library Only: The Library can validate parking tickets for 2 ½ hours of free parking at the Sundance Square garage located at 3rd and Taylor Streets, across from the library. Street meters and pay lots are also nearby; however, meters and garages require payment on weekdays before 6 p.m. Meters are free after 6 p.m. weekdays and all day weekends.
- Branch Libraries Only: Parking and loading information provided as needed.

## Installation

- Exhibitors are responsible for providing insurance. The Library does not insure exhibits and accepts no liability or responsibility for any part of the exhibit.
- Exhibitors perform their own installation or provide qualified installers. Staff can answer installation requirement questions. Unless approved in advance by the Library, staff cannot provide any assistance with installation or removal. Exhibitors work at their own risk.
- See *Library Exhibit Spaces* for details and photos about individual exhibit areas.
- Two-dimensional items must be framed and installed using the wire management system provided. Nails are prohibited in the Library. Three-dimensional items must be in cases provided or situated on the floor so as not to damage the art. All mounted signs and labels must be adhered without leaving holes, stains or other damage.  
Central Library Only: The Gallery uses a unique hanging system. See *Central Library Gallery Hanging Procedure* for more details. The library will provide hanging wire and metal clips for use with the system.  
Branch Libraries and West Wing: Library staff will demonstrate how to use individual hanging systems at the time of installation.
- Unless approved in advance by the Library, exhibitors provide labels. Exhibitors may be asked to submit labels for review before installation. See *Fort Worth Library Exhibit Labels & Signage* for more details.
- If the entire exhibit is not ready on the agreed-upon installation date, the Library may choose to cancel the exhibit.
- Exhibitors are responsible for cleaning up after installation and removal.
- Carts and dollies used in the Central Library Gallery must have soft rubber wheels or tires.
- Unless approved in advance by the Library, an exhibit may not include Library materials.
- Exhibitors are responsible for framing items and preparing items to hang with eye hooks, etc.

## Maintenance & Removal

- The Library recommends exhibitors visit exhibits periodically to assure no portions have fallen or become otherwise unkempt. Exhibitors are responsible for all repairs.
- Unless approved in advance by the Library, removal of the entire exhibit occurs on a single business day during normal operating hours.
- The Library will not store items after the removal. Unless approved in advance by the Library, items left more than 30 days become the property of the Library and the City of Fort Worth.
- Exhibitors are liable for any damages to Library property and equipment resulting from failure to follow the proper procedures. Library staff can immediately remove any item violating policy. Exhibitors who do not adhere to policy are prohibited from future exhibiting.

## Promotion & Reception

- The Library strives to provide a basic level of promotional support for the exhibit, as resources allow. Typically, the Library provides exhibit signs and includes the exhibit on the Library's website, email blast, and social networks, but promotions can vary. See *Central Library Exhibit Labels & Signage* for more details.
- The Library must approve all printed and promotional items related to the exhibit prior to publication and distribution. Exhibitors may not use logos of the Library or the City of Fort Worth without advance Library approval.
- Exhibitors can schedule related receptions in the meeting rooms adjoining the exhibit space, as available, and are subject to the regulations of the meeting room policies.
- If the reception is free and open to the public, the Library may choose to cosponsor the event. If the Library is a cosponsor, there are no meeting room rental fees. The Library may also waive fees for events sponsored by key partner organizations, such as the Friends of the Fort Worth Public Library and the Fort Worth Public Library Foundation.
- Exhibitors wanting a private reception must follow the procedure in the meeting room policies. The Library schedules meeting rooms based on availability. There are rental fees for private meeting room use.

## Limitations

- The Library recognizes this policy cannot address all possible situations, and it is not an all-inclusive document. Situations not specifically addressed in the policy are handled as they arise.
- In the event of a cancellation, exhibitors must provide notification at least 30 days before installation. Exhibitors who cancel with under 30 days notice forfeit the ability to exhibit at the Library for one year.
- The Library allows photographing and filming of exhibits. These images can be reproduced for any purpose, including publicity. Exhibitors will not receive compensation for such use.

## Exhibit Spaces

### Central Library: Gallery

*Approximately 250 linear feet of wall display space available. Room size is approximately 6,000 square feet. Large stairwell located in center of room. Suitable for large exhibitions with 50-75 medium-large sized pieces.*



### Central Library: West Wing\*

*\*This space is reserved for local history, genealogy and archives related exhibits. Library staff plan and curate all exhibits from permanent library collections. Donations to the library archives are welcomed; guidelines are located on the [library website](#).*

*Approximately 80 linear feet; 850 square feet available. Appropriate for 25-35 medium sized pieces.*



### Central Library: Display Case

Located in the Grand Hall near the main entrance of the Central Library, this lockable glass case includes compartments and adjustable glass shelving. Approximately 18 feet long, 8 feet high and 3 feet deep.



### Shamlee Branch Library

Approximately 50 linear feet of wall display space available. Appropriate for 10-12 large pieces, or 15-20 small pieces. Exhibits are booked through branch library staff directly.

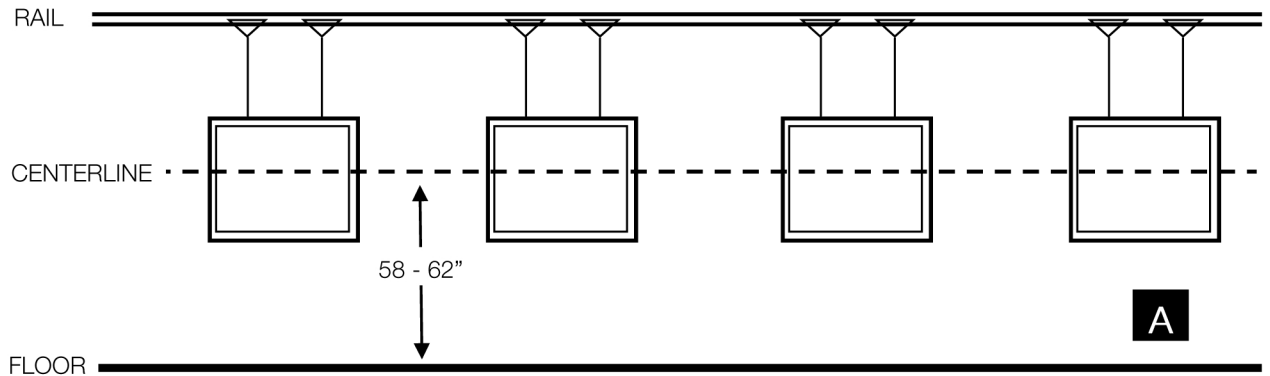


### Northwest Branch Library

Approximately 35 linear feet of wall display space available. Appropriate for 5-10 medium-large pieces, or 10-15 small-medium pieces. Exhibits are booked through branch library staff directly.



# Central Library Gallery Hanging Procedure



## Supplies Needed

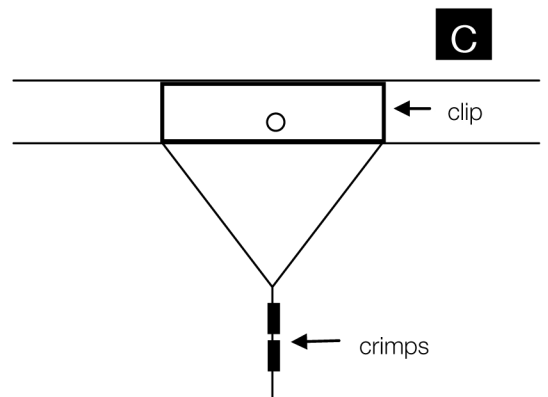
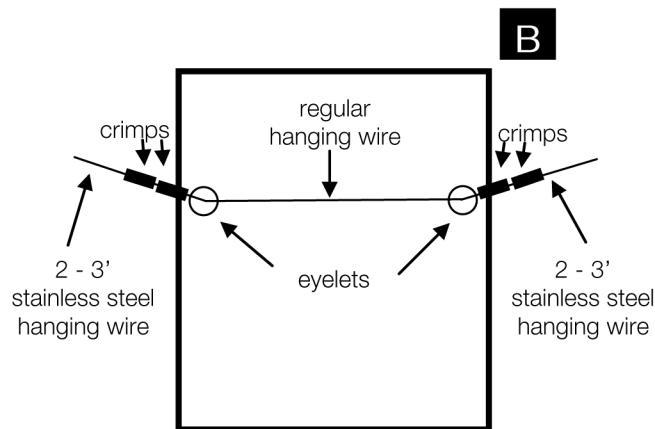
clips—*provided by Library*  
 eyelets  
 stringline

crimping tool—*optional*  
 masking tape  
 wire cutters

crimps—*optional*  
 stainless steel hanging wire  
 10' tape measure

## Procedure

- Tape a taut line of string to the wall, 58 to 62 inches off the floor. This will act as your centerline. See *Diagram A*.
- Place two rail hangers into the slotted rail at location where to plan you hang a piece of art.
- Screw eyelets into the back of the frame of each piece.
- Attach 2 to 3 feet of wire to each eyelet, using two crimps to hold them in place. See *Diagram B*.
- Center the artwork along the line of string.
- Attach the wires to the rail hangers by looping the line. Use two crimps to secure it. See *Diagram C*.
- Repeat steps for each other piece.
- Remove the center line.



## Fort Worth Library Exhibit Labels & Signage

The exhibitor is responsible for providing artwork labels for the exhibit unless other arrangements are made in advance. The Fort Worth Library will provide signage about the exhibit and artist as appropriate.

### Labels

Exhibitors must provide their own artwork labels for each piece displayed at the Library. Labels should follow these standards:

- Content on artwork labels in this order:
  - Name of exhibit/exhibitor
  - Title of work
  - Size
  - Medium used
  - Short, one sentence description (optional)

Labels may not include any prices.

Label content may vary, such as including the origin of the piece instead of size or medium.

- Labels for all artwork are 2.5" tall x 4" wide maximum
- Labels should use Arial, Calibri or similar font style in 12 pt. size, printed in black ink.
- Label materials should be either:
  - Printed on white paper and mounted on white or black matte board or similar product; matte board should have a white back side and be adhered to the wall with double-sided poster tape.
  - Removable clear or white label stickers

### Signage/Promotion

Any signage or promotional material created by the artist must be approved by the Library prior to publication and distribution. Exhibitors may not use logos of the Library or the City of Fort Worth without advance Library approval. Pricing may not be included on any material.

The Library will provide marketing and promotions, including all or some of the items below:

- Promotion on website, printed publications, email blast, community calendars, social media

The Library does not create signage for the exhibit. Exhibitors should provide the following information for promotion:

- Title of exhibit
- Display dates
- Reception date and time, if desired
- Description of exhibit
- Digital images of sample artwork used in exhibit, and/or photo of artist (large in size, minimum 300 dpi)

Send content with images attached via email. The Library will provide the exhibitor with a date that this information must be received when the exhibit is accepted.