

**Miami Shores Library | Miami Shores Fine Arts Commission
Brockway Library Fine Arts Exhibits Practices and Procedures**

Responsibilities of the Artist:

- 1) Artist shall provide biography/artist statement, press-quality samples of work that will appear in exhibit, and a press-quality portrait for exhibit promotion at least two months before opening reception.
- 2) Artist shall be responsible for installation and de-installation of all pieces of artwork; dates and times to be coordinated with the librarian.
- 3) Artist shall provide presentation-ready artwork with labels including title and any other information except the price. Prices shall not be listed with the pieces of art but may be made available by separate price list to be kept at the library front desk.
- 4) Should an artwork be sold during exhibition dates, the FAC will retain a 10% commission in the same manner as a commercial (professional) gallery.

Responsibilities of the FAC

- 1) The FAC, by and through Miami Shores Village, shall provide liability insurance coverage for all exhibits up to \$100,000.
- 2) The FAC shall present all proposed exhibitions to the Library board for approval and to coordinate dates for each exhibit.
- 3) The FAC shall develop print and electronic promotion materials, which may include: printed and online flyers, advertisement(s) and/or articles in local publications, press releases, and facebook and website postings. The FAC shall provide materials to artist for further distribution.
- 4) The FAC shall provide all refreshments and beverages, and shall cooperate with the Library and Village Staff to set/clean up before/after all openings.

Responsibilities of the Library

- 1) Upon approval of a proposed exhibit by the Library Board, and upon mutual decision of the date:
 - a. For each approved exhibit, the Library shall keep the library open on Friday night until 8PM with staff for the FAC/Library collaborative Opening Reception;
 - b. The date for each Opening Reception shall be agreed to by the Artist, the FAC, and the Library;
 - c. The Library shall allow each exhibit to be safely and securely exhibited with exact dates of installation and de-installation to be confirmed and agreed to by the Artist, the FAC, and the Library.