

Derby Arts Council Policies and Procedures

Mission Statement

The goal of the Derby Arts Council (DAC) is to encourage, promote and foster appreciation of, participation in and support for the Visual Arts. The DAC will showcase local Artists and provide an exhibition gallery for Derby and the surrounding area to enhance the cultural arts experience through visual arts.

The DAC Board shall be an ad hoc committee reporting to the Derby Library Board (Library Board). The DAC Board shall be comprised of at least five volunteer members, one of whom is also a member of the Library Board. The DAC may choose to add additional members if needed.

The DAC will meet once per quarter and provide at minimum a quarterly report, either written or verbal, to the Library Board.

The DAC will document all expenses and will provide such documentation upon request; or at a minimum, a full accounting at the end of each calendar year.

The DAC plans to host four shows per year, scheduled as follows, although the schedule may be modified at any time by the DAC:

- February, March, April and May.
- May, June, July and August.
- August, September and October.
- November, December and January.

A reception will be held for each show with funds coming from the monies set aside by Library Board, from donations and from art sales commissions. The artist may choose not to have a reception.

The shows will include items displayed in the Gathering Space, the Community Room and also the High Wall Gallery (located in the genealogy area). The Library reserves the right to request the use of space in either area.

The display case in the Gathering Space is the responsibility of the Library. The DAC can request use of the display case if needed for fragile items.

Guidelines for Exhibiting Art Work

The DAC shall decide on the suitability of any art, the framing or support structure, and any visual or written material that might accompany an exhibit. The Gallery uses the STAS Hanging system so we have great flexibility in our displays. The DAC will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the Arts Council is mindful that all segments of the community and all age groups use the Derby Library's Community Room, Gathering Space and High Wall Gallery.

1. Art displayed must be appropriate for all ages.
 - a) No nudity or sexually explicit portrayals
 - b) No religious or political items
 - c) No depiction of graphic violence shall be allowed

The decisions of the DAC shall be final.

2. The views expressed in the works exhibited at the Derby Public Library's Gathering Space, Community Room and within the library are those of the artists and are not necessarily those of the DAC, the Derby Public Library, the Library Board or the City of Derby.
3. Artists interested in exhibiting their artwork are required to provide samples of their artwork via one of the following methods:
 - a) Providing a link to the artist's website or a hosted website such as Flickr, etc.
 - b) Jpegs emailed to artscouncil@derbylibrary.com,
 - c) CDs with jpeg images, or
 - d) Photographic prints mailed to the DAC at 1600 E. Walnut Grove, Derby Ks 67037. Any prints submitted will not be returned.
4. All work must be original by the submitting artist; however, prints may be displayed as long as the artist was the original creator. The DAC will determine the style or theme to be exhibited and the duration of an exhibition, but will attempt to accommodate an artist's preferences. The DAC reserves the right to select individual works to be shown with the works of other artists, or may provide the opportunity for a one-person show. All work must be approved by the DAC. The DAC will notify the artist with proposed dates for Exhibition. The DAC will be responsible for naming the show and will conduct press releases locally.
5. Artwork must be in finished form and framed if appropriate.

Artist Responsibilities

1. Artist will submit Artwork Inventory to the DAC no later than one week prior to show start.
2. Artist is required to deliver and assist with both installation and removal of their artwork. Artwork is to hung by D rings or wire. (sawtooth hangers are not compatible with our hanging system.)
3. Each piece of art should be marked with a legible title and the Artist's name. The DAC will provide appropriate gallery labels for each piece displayed.
4. Artist is requested to attend the DAC reception for the artist's exhibition. Artist is encouraged to invite as many guests as they wish.
5. Artist agrees to pay to the DAC a 15% commission from any sales that are made during or are attributable to the exhibition in the Gathering Space Gallery and/or the High Wall Gallery. These fees help the DAC promote exhibits and provide exhibit receptions. If none of Artist's work is for sale, we ask that Artist donate one or more pieces of work to the DAC.
6. Artist is solely responsible for the sale and collection of monies. The DAC will display Artist's business cards and/or provide Artist's contact information to guests.

Derby Arts Council - Artist Inventory

ARTIST INFORMATION

Name:

Street Address:

City:

State:

Zip:

Email:

Telephone:

Website:

Inventory Number	Piece Name	Medium	Size (Inches ¹)		Price ²
			Width	Height	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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Artist Release Statement

(Please sign one copy and return to the Derby Arts Council at 1600 E. Walnut Grove, Derby, KS 67037 along with an initialed copy of page one: Guidelines for Exhibiting Art Work")

The City of Derby does have insurance, however it should be understood that the deductible is \$1,000.00 and the artist is responsible for the deductible if a claim is filed for any reason. The value of the art must be accurately stated on the Artwork Inventory. If any one piece has a value of over \$10,000.00 this must be reported to the Derby City Manager/City Clerk so that the city's insurance may be notified.

By signing this form you are granting permission for the Derby Public Library to include your image and/or images of your artwork as part of the DAC's publicity. Your name, image and/or artwork images may be included in or on, but may not be limited to: newspaper articles; library newsletter, brochure, flyer or bulletin board; library website; library displays, social media such as Facebook, Twitter, Instagram, etc.

The undersigned hereby releases the Derby Arts Council, The Derby Public Library, its employees, Library Board, The City of Derby and its Employees from any injury, damages, destruction, loss or theft that occurs during the exhibition period (including installation and removal).

Date: _____

Artist Name (please print) _____

Artist Signature _____

Show Dates: _____