

## **Kirkwood Public Library: Art Exhibit Application Information**

The Kirkwood Public Library hosts exhibits in our art gallery throughout the year to expose patrons to new art forms and ideas, to foster creativity and inspire curiosity, and to provide exhibition opportunities for the artistic community. Exhibits are chosen by a staff committee according to the needs and interests of the community, the variety of shows, the artistic quality of the works, and the suitability of the format for the Library's physical space. A visit to the Library prior to exhibiting is encouraged to view the space available and the hanging system.

### **Submission**

Submissions are accepted on an ongoing basis. Artists will receive notification that the application has been received and is complete within two weeks of submission. **The application will be considered and artists will receive the committee's decision within two weeks of the submission date.**

### **How to Submit a Portfolio for Consideration:**

The Kirkwood Public Library accepts portfolios by physical and electronic application. **Artists must be 16 years or older.**

### **Physical Submission Instructions**

Artists are invited to deliver or mail their submission to the Kirkwood Public Library. Physical submissions should include the following items:

- A **completed** and **signed** Art Exhibit Application Form. If the artist is under 18, the Application Form must also be signed by a parent or legal guardian.
- An artist's statement and resume or biography.
- A portfolio of 10-20 images of the artist's artwork representative of the artwork to be displayed in the Library. Images may be submitted as printed photographs or digital. For each image, please include the artist's name, title, medium, and size.
- If you would like your portfolio returned to you after the selection process, please include a self-addressed stamped envelope.

### **Electronic Submission Instructions**

Artists are invited to submit their portfolio for consideration via email to:

[jmcdonald@kirkwoodpubliclibrary.org](mailto:jmcdonald@kirkwoodpubliclibrary.org) Electronic submissions should include the following elements:

- A completed Art Exhibit Online Submission Form.
- An artist's statement and resume or biography.
- A portfolio of 10-20 images of artist's artwork representative of the artwork to be displayed in the Library. Images may be submitted as a Flickr Set or a unique webpage.

**When a Submission is Accepted**

- Library staff will contact the artist by email and schedule the display, as well as schedule time for the artist to set-up the display and take down the display. If artist does not respond within two weeks of email contact, another artist will be chosen for display.