

**Guidelines/Policies**  
**Crain Art Gallery**  
**Crowell Public Library**  
**City of San Marino**

1. Purpose: The Gallery is a community/cultural space for the purpose of displaying art work by local area artists. "Local area" is defined as the San Gabriel Valley, with priority given to San Marino residents. Individuals or groups are welcomed to display their work, pending approval of the Art Selection Committee. The library does not act as a broker; these are displays of cultural interest and value.
2. The Art Selection Committee will ideally consist of one volunteer from each of the Library stakeholder groups (Trustees, Foundation, Friends), one Crowell Library Staff person, and one or more community persons with art background. (No more than six people will serve on the committee.) The first committee was appointed by the Board of Trustees subcommittee establishing the gallery. Guidelines for future committee members will have to be established.
3. The Art Selection Committee is responsible for scheduling the shows at least one year in advance and deciding the length of each show; an appropriate interim time between shows will be scheduled for take down and set up. The Gallery will be reserved for the San Marino Rotary student art show each May.
4. Shows will run for six weeks to two months, to be mutually agreed upon between the Art Selection Committee and artist.
5. Artists will be 18 years and older (with the exception of the annual San Marino Rotary student art show). San Marino residents will be given priority.
6. All artwork must be framed and ready to hang. All media are acceptable; however, no three- dimensional artwork can be displayed at this time.
7. Subject matter must be acceptable for public viewing where children are present; i.e. no graphic displays of violence, no nudes, and no provocative subjects. The Art Selection Committee and the City Librarian will have final approval on all items to be displayed.
8. All artists must submit their items for display to the Art Selection Committee (on DVD, photographs or via the Web) prior to signing a contract and receiving final approval.
9. All artists must sign a contract releasing the Crowell Public Library and City of San Marino from any liability should the art works be damaged while on display. The artist accepts full responsibility for any damage to the walls in the gallery space.
10. Artist(s) must arrange for hanging of all art work; staff will act in advisory capacity only.

11. No prices will appear on the individual pieces of art. Labels with the name of the artist, title, and media of work are permitted.
12. Artist(s) can leave brochures with prices and/or business cards at the circulation desk for distribution to interested patrons.
13. There are no hanging fees or commissions; however, a 20% suggested gratuity from any sales arranged directly between the artist and patron will be gratefully accepted. Checks should be made payable to the City of San Marino, Crain Art Gallery Fund.
14. Artists are invited to host/sponsor an opening reception; all costs associated with a reception (including invitations, food and beverages) will be borne by the artists.
15. Artists are encouraged to participate in a lecture or demonstration during the show. This will be arranged between the artists and the library staff.

Revised: 03/05/2009