

# Photography Exhibit Policy

## Introduction

The Du Quoin Public Library is offering exhibit space for local photographers to display their original works. The purpose of the exhibit is to enrich the library experience for patrons and to provide a public venue for local photographers to display their creations. Du Quoin residents and non-resident library patrons are eligible to apply for an exhibit. All photography skill levels (from amateur to professional) will be welcome.

## Exhibit Space & Duration

The wall above the north bookshelf will be the designated exhibit space. The area measures twenty-four linear feet with 30 inches of vertical space. Wall space will be provided for two-dimensional photographs with suitable black framing, white matting is recommended. The designated gallery space can accommodate 8" x 10" or 11" x 14" photographs in 8" x 10", 11" x 14", or 16" or 20" frames, with the maximum dimensions being 16" x 20." Duration of an exhibit will be determined by the Library Board of Trustees and will not exceed four months.

## Conditions for use of exhibit space

- 1.) Topics will be selected by the Library Board of Trustees for the exhibit year. Submitted original works should reflect the pre-selected topic.
- 2.) Photographers must complete the Photography Exhibit Application form available at the library circulation desk. Completed applications should be submitted to the library director and will then be forwarded to the library board. Library staff and board reserve the right to reject any exhibit in full, or in part.
- 3.) Information cards will be created to display along each work. Card should include name of photo, artist, and location of photo if applicable.
- 4.) Artist must provide suitable black framing for each submitted work. White matting is acceptable, if so desired. All items should be submitted with hardware for hanging.
- 5.) The Du Quoin Public Library, City of Du Quoin, and Library Board of Trustees assume no responsibility for the preservation, protection, damage, loss, or theft of items displayed in the exhibit. Exhibit area is within sight of the library circulation desk and will be supervised. Artists should provide an itemized list of items to the library director prior to the exhibit opening or one will be created in conjunction with the artist. Artists should be available at the end of the exhibit to retrieve their works.

## Additional information:

Installation of the works will be the responsibility of the library and city staff under the supervision of the photographer. Appropriate, durable black framing must be used to assist in hanging. The Du Quoin Public Library does not provide insurance coverage for photographs exhibited within the library.

Thank you for your interest in displaying your original photographs at the Du Quoin Public Library. For further information, please contact Kristina Benson, Du Quoin Public Library, (618) 542-5045 or email [kbenson@duquoinlibrary.org](mailto:kbenson@duquoinlibrary.org).

**Du Quoin Public Library Photograph Exhibit Application**

Date: \_\_\_\_\_

Artist or Organization Name: \_\_\_\_\_

Exhibit Topic: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Subject Matter of Original Pieces: \_\_\_\_\_

\_\_\_\_\_

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Please be sure to review the Photograph Exhibit Policy.

Send application to:

Kristina Benson  
Du Quoin Public Library  
28 S. Washington  
Du Quoin, IL 62832

Or email completed application to: [kbenson@duquoinlibrary.org](mailto:kbenson@duquoinlibrary.org).