



## How to Propose a Show at the Library: A Guide

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We accept proposals for exhibitions, performance art, and site-specific installations in all media. The deadline for receipt of proposals is **March 10, 2010** for exhibitions and performances to take place in 2011. This guide includes information on how to submit a proposal as well as the exhibition process.

The Library system's exhibition program includes contemporary art, material culture, folk art, and art education (for example, exhibitions of student work organized by teachers or other educators), as well as exhibitions in the humanities about literary, historical, cultural, and interdisciplinary topics.

We welcome a diverse variety of proposals in all media. We are looking for proposals of high quality that demonstrate thoughtful consideration of the library environment as a public space. Adaptability and flexibility are great qualities for any artist, curator, or group exhibiting at the Library.

The Library also evaluates proposals with an eye for projects/exhibitions that

- get viewers to see things in new ways
- address themes that are relevant to a specific local community in an innovative way
- present traditional art forms that are rooted in a particular culture, place, or history
- experiment with new forms, **and/or**
- relate to language and literary themes, library collections, or the library as a site.

Proposals that include supplementary programs (lectures, film screenings, musical performances, panel discussions, artist's talks, etc.) are encouraged.

If you have previously exhibited at the Library, you must wait until two years have passed since your last exhibition before submitting another proposal.

### LOCATIONS

The Miami-Dade Public Library System has 49 branches. Artists and others may propose exhibitions or projects for a specific library in the system, but **the Library reserves the right to select the final location based on availability, space constraints, and other factors.** Most applicants request Main Library. Be flexible. Be aware that exhibiting in a regional or neighborhood branch often offers the opportunity for a lot of visibility and even more engagement with the community.

Exhibitions generally take place at Main (in the auditorium, the 1<sup>st</sup> floor exhibition space, and the 2<sup>nd</sup> floor exhibition space, which lends itself to site-specific work) the regional libraries, and two new branches with exhibition walls:

- West Dade Regional Library
- North Dade Regional Library
- South Dade Regional Library
- Coral Gables Branch
- West Kendall Regional Library
- Miami Beach Regional Library
- Pinecrest Branch
- Kendale Lakes Branch

You may also propose a project or exhibition for a smaller branch as well. If your work or project is site-specific or community-specific, we suggest you visit the branch you have in mind before developing your proposal. You can find a full list of branch locations and addresses at [mdpls.org/info/locations/locations.asp](http://mdpls.org/info/locations/locations.asp).

## **TIME FRAME**

If you propose a certain time frame, Library staff will work with you to schedule an exhibition period that is mutually agreeable. Exhibitions can last anywhere from a minimum of 6 weeks to several months. The Library system often schedules exhibitions to coincide with yearly themes and programs including Hispanic Heritage, Black History, Asian-Pacific American Heritage, Summer Reading, and others.

## **ABOUT ART SERVICES AND EXHIBITIONS AT THE MIAMI-DADE PUBLIC LIBRARY SYSTEM**

The Miami-Dade Public Library System's Art Services and Exhibitions Department curates a year-round program of exhibitions, performances, lectures, panel discussions, and community art projects. All of these are free and open to the public. The Library began exhibiting work by local and international artists in 1963.

Art Services maintains a permanent collection of over 2,000 works of art. The collection includes works on paper, photographs, artists' books, and small sculptures, with a focus on African American, Latino, and Miami artists. The collection is installed throughout nearly all of the 44 library branches in the system. The Library began collecting original works of art, prints, and posters in 1970.

Additionally, the Vasari Project is an archive, founded in 2000, that documents the development of the visual arts in Miami-Dade County since 1945. It contains correspondence, press clippings, photographs, oral histories and other materials. The public may access both of these collections for research and reference. These are also resources you can use when researching or curating a project or exhibition.

## HOW TO SUBMIT AN EXHIBITION PROPOSAL

**Submit all paper materials paper-clipped together, and not in a binder or in plastic page protectors. Proposals may also be submitted via e-mail to [artservicesmdpls@gmail.com](mailto:artservicesmdpls@gmail.com).**

**Submit the following via regular mail or e-mail so it arrives before or on the deadline of March 10, 2010 (it is NOT a postmark deadline).**

1. A **cover letter** including:
  - Name(s) of participating artist(s), curator(s) or organization(s)
  - Contact information including name, address, phone number(s), and email address
  - A description of or statement about the exhibition or project, the themes and/or materials to be used, and, if applicable, any ideas or plans you might have for supplementary programs. If applicable, mention any resources you may have already secured or will be seeking in support of the exhibition or project (i.e. printing of catalogues, funding for special materials, etc.).
  - A proposed time frame
  - A proposed location, if desired
2. **Work samples:** Submit a set of up to 10 representative high-quality photographic prints or 150 dpi jpegs for each artist in the exhibition. If your project involves a large group of students or community participants, you may include up to 25 representative images for the whole group.  
  
You may also submit video (10 minutes maximum) on DVD for work samples of media art, performance, and installation.  
  
Label **all** work samples with your name and a number. Include a checklist identifying each work sample along with title, name of artist, date, medium, dimensions, and insurance values. For media art or performance, include names of the artist(s) involved, title, date, duration, and a brief description of the work.
3. **A resume or bio** for each artist, **or up to one page of background information on the program or organization** if your proposal is on behalf of a community-based or educational program.
4. **Support materials** including newspaper articles, reviews, previous exhibition catalogues, etc.

We regret that we will not be able to review your proposal if you do not include all of the above. Late proposals cannot be considered.

**Mail to:**

Exhibition Proposals  
Art Services and Exhibitions  
Miami Dade Public Library System  
101 W. Flagler Street  
Miami, FL 33130

Or email to [artservicesmdpls@gmail.com](mailto:artservicesmdpls@gmail.com) with Exhibition Proposal in the subject heading.

Once you have reviewed the guidelines and information, call 305.375.5048 or email [art@mdpls.org](mailto:art@mdpls.org) if you have any questions.

## THE EXHIBITION PROCESS

An exhibition committee consisting of librarians, archivists, arts administrators, curators, and artists reviews all proposals for quality of exhibition content and execution, consistency with Art Services' curatorial scope and program, consistency with the mission and activities of the Library, and feasibility in terms of scheduling, budget, and logistics.

Exhibiting work at the Miami-Dade Public Library System is a collaborative process between Library staff and the artist(s), curator(s), and/or organizer of the exhibition.

### **If your proposal is selected, the Library can provide:**

- Exhibition space and lighting
- Insurance of all work and materials in the exhibition
- Installation of the work (depending on the project, artists may be asked to assist with installation)
- Exhibition/display cases if needed
- A moderate level of security. All libraries have security guards on premises, but do not have dedicated exhibition/gallery attendants.
- Labels and signage
- Assistance with any necessary research
- The creation of a bibliography and book display to accompany the exhibition/performance
- Promotion through placement in the Library's monthly program guide and quarterly exhibitions brochure
- Distribution of promotional materials and email announcements
- A modest amount of materials and supplies (including mounting and presentation supplies, Plexiglas, wood, paint, and possibly other materials as necessary). There are a limited amount of frames available for work that needs it, but preference is given to work that is already framed.
- Modest audiovisual/technical support, if the exhibition includes media components
- The Library **may** be able to offer other assistance (including travel and shipping) depending on availability of funding and resources, which are limited.

### **Once an exhibition is scheduled, the exhibiting artist(s) or group must be able to provide:**

- All necessary materials, information, insurance values, and artwork **by set deadlines.**
- Images and information for press/promotional purposes must be sent to Art Services staff up to three months before the opening date of an exhibition.
- You may need to provide for the transportation of the work or materials for display to and from the library.
- You or your group will need to provide or seek outside support for the printing of exhibition announcement cards or invitations and exhibition catalogs, if desired.

Library exhibition spaces may not be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising. The Library cannot engage in the sale of any artwork displayed in an exhibition, or provide pricing information within the exhibition.

**Please note that, if your proposal is accepted, we may need to work with you to modify the proposal/exhibition plans based on unforeseen changes in funding, availability of space, and other factors.**