

# Art at the Library

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

The Miami-Dade Public Library System accepts proposals for exhibitions, performance art, and site-specific installations in all media. 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 look for proposals of high quality that demonstrate thoughtful consideration of the library environment as a public space.

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 art forms.
- relate to language and literary themes, library collections, or the library as a site.

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

## Locations

The Miami-Dade Public Library System has 50 library locations. 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.** Exhibition spaces include:

- [Main Library](#) – Lobby Gallery
- [Main Library](#) – 2<sup>nd</sup> Floor Gallery
- [Miami Beach Regional Library](#)
- [North Dade Regional Library](#)
- [West Dade Regional Library](#)

You may also propose a project or exhibition for a neighborhood branch as well. 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. 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 here.](#)

## 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 six 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 Division 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. Art Services maintains a permanent collection that includes works on paper, photographs, artists' books, and small sculptures, with a focus on Miami artists. The collection is installed throughout the Library System. The Library began exhibiting work by local and international artists in 1963 and 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.**

**Art Services and Exhibitions accepts proposals year round. The Library's Exhibition Proposal Committee meets at minimum once per fiscal year to review submitted exhibition proposals.**

Submit the following:

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 catalogs, 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 catalogs, etc.

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

**Mail to:** Exhibition Proposals, Art Services and Exhibitions, Miami-Dade Public Library System, 101 W. Flagler Street, Miami, FL 33130

Or **email** [art@mdpls.org](mailto:art@mdpls.org) with "Exhibition Proposal" in the subject heading.

Once you have reviewed the guidelines and information, call 305.375.5599 or email [art@mdpls.org](mailto:art@mdpls.org) if you have any questions.