**Guidelines for Artists using the Gallery @ Mountmellick Library**

**WHAT WE PROVIDE**

* Free usage of the art gallery with high viewing potential
* No commission is charged on the sale of any artwork from the gallery
* The Library will answer any inquiries in relation to the art work and provide contact details for the artist to the public
* If requested and if sufficient library staff are available, assistance with the

 hanging of the paintings can be given to the artist.

*Should the artist require a launch:*

* We will prepare the gallery, assist with the set up of refreshments and tidy up the gallery following the launch

**WHAT IS NOT IN OUR REMIT**

* Producing and Printing Invitations
* Sending a press release to the newspapers
* Compiling a Price List & Biography

* Handling money or dealing with sales

*Should the artist require a launch, then he/she will need to consider the following:*

* Arranging a speaker to open the exhibition
* Providing a sales desk for the night of the launch
* Supplying and distributing refreshments for the launch

**CANCELLATION POLICY**

Should an artist need to cancel their exhibition, we ask that they give us as much notice as possible. Given the work involved in preparing an exhibition, at least 2 months notice would be desirable.