

Dear Artist:

Thank you for your interest in The Gallery at the Frances Morrison Library.

The Gallery Curatorial Committee meets regularly to consider all proposals for exhibitions. This committee performs the curatorial functions of choosing and scheduling exhibitions.

We are interested in showing high-calibre artwork that has not previously been displayed locally. It is part of the Saskatoon Public Library's Board commitment that The Gallery display art by Saskatchewan's emerging and evolving artists, particularly artists living in Saskatoon.

If you wish to have your proposal considered, we invite you to submit it before the deadline of either **March 15 or September 15** of each year. For submission guidelines please see the next page. **Note that for 2021, the March deadline has been extended to April 1.**

**Address your proposal to the Gallery Coordinator,  
Frances Morrison Library,  
311 – 23<sup>rd</sup> Street East, Saskatoon, SK, S7K 0J6.**

**Or Email to [thegallery@saskatoonlibrary.ca](mailto:thegallery@saskatoonlibrary.ca)**

**Questions? Call (306) 975-3284 or Email [thegallery@saskatoonlibrary.ca](mailto:thegallery@saskatoonlibrary.ca)**

All work shown in The Gallery must be courtesy of the artist. The library provides the exhibition space, assistance with the reception and some promotion. The library can not supply hardware or tools for hanging the exhibit.

Sales are to be negotiated between the artist and the buyer. A 10% commission will be paid to the Library by the artist on all items sold while exhibited in The Gallery.

The Gallery is not in view of staff and has no full-time security personnel, although video-camera surveillance is in place. The Library's insurance has a \$2500 deductible. In the event of loss or damage totaling more than the \$2500 that is covered by our insurance, you will be reimbursed for the amount of the loss, less the \$2500 deductible (i.e. if a work valued at \$3000 were stolen, you would be reimbursed \$500). The Library does not pay the deductible on the insurance and will not pay for any loss or damage less than \$2500. Artists are encouraged to acquire their own insurance.

**Should your proposal be accepted, please ensure that the name of the gallery, The Gallery at Frances Morrison Library, is spelled correctly on any promotions you develop, i.e. invitations and posters.**

## Gallery Application Checklist

Please ensure that your Gallery Application is complete. **Incomplete submissions will not be considered.** Artists' submissions **must** include:

- Curriculum Vitae or Resume** – This document should be **no more** than two pages and should detail the artist's education, group and individual exhibitions, relevant affiliations, and association memberships. Please provide your current address, phone number and email where it can be easily referenced.
- Project Proposal** – A one-page summary of your vision for the exhibition. This should include an explanation of the theme, your influences, and how you envision the gallery space to be used. The committee will be looking for a cohesive theme throughout the subject matter, the medium used, or both. The images do not necessarily all have to be the final ones chosen, but they should represent the theme that will be included in the show.  
If you are submitting as a Group, the theme should be cohesive across the group member's works. The images submitted should be the ones that will be used in the show.
- 10 Images** – You are asked to submit 10 images with corresponding list indicating number, title, medium, size and dates for each piece. CDs, DVDs, flash drives are accepted.  
Example: #1, Prairie Sunset, 40 x 60 cm, acrylic on canvas, 2010
  - It is in the artist's best interest to submit high quality images. Artists are asked not to submit more than 10 images.
  - When submitting digital images please label both the case and the disc.
  - If you wish to have the images in a word processing document, please ensure that all the identifying information (title, medium, size, and dates) are included for each image.
  - In the event that you are submitting as a group, please include the artist's name next to their artwork in the list of works.
- Self-addressed, stamped envelope** for return of submission package.
  - If you are submitting a hard copy and wish to have your materials returned to you, please provide a self-addressed, stamped envelope with sufficient postage. Email submissions are also welcome at [thegallery@saskatoonlibrary.ca](mailto:thegallery@saskatoonlibrary.ca)