Wendt Library Art Committee
Guidelines for Art Shows

The K.F. Wendt Engineering Library has a small gallery that offers UW-Madison students, staff and faculty the opportunity to exhibit their artwork. The purpose of Wendt Library Art Committee is to provide students, faculty and staff an opportunity to display their works and to encourage artistic expression and appreciation throughout the campus.

Submission Date and Times
Will vary, please contact library.
There will be approximately 2-3 showings per academic school year.

Eligibility and Media
Currently enrolled UW-students or currently employed UW-faculty/staff and alumni. Members of the public are also eligible.
Works must be 2-dimensional.

Submission Fees
There are no submission fees.
Artists may hang between 10-20 pieces (depending on size).

Requirements
All submitted works must be completed (no wet paint – no exceptions).
All works must be ready to hang.
Artists are responsible for hanging their own works (arrangements can be made with staff for assistance if necessary).
Frames must be equipped with hanging wire (no string, twine or yarn).
Any work sold during the exhibition must remain hanging until the end of the show, or until an approved replacement is provided.

Sales
The Wendt Library Art Committee retains 20% commission for each piece sold. Please price works accordingly.
Decisions regarding sale of work must be made before the time of submission.

Insurance and Liability
Insurance is provided for accepted work only during show dates.
Please thoroughly read, sign and return the insurance forms to the art committee prior to drop off day. The insurance form may be found here: Art Exhibit Coverage Request form.
Works that cannot be secured to risk management standards cannot be insured.

Important
All work submitted (or retrieved) must be accompanied by the artist’s photo ID card.
How to submit art for selection: The Wendt Library Art Committee will call for submissions at the beginning of each semester. Accepted submissions would go on display for about 6-8 weeks. The Wendt Library Art Committee may (or may not) include additional shows during other times of the year.

Artist will also be required to provide a brief artist statement or biography to be displayed with the exhibit.

Publicity:

1. The Wendt Library Art Committee will distribute announcements to select email distribution lists on campus. The artist is responsible for his/her own mailing lists and the costs associated with it.
2. The Wendt Library Art Committee will provide printing of exhibit labels, wall text and price information.
3. The Wendt Library Art Committee will select one (or more) of the exhibit prints to be included on the library’s web page.
4. The artist is expected to provide up to 4 electronic images of the work in advance of the exhibition for publicity purposes. Images should be in jpg. format and be at least 200 dpi resolution.
5. The Wendt Library Art Committee will work with the artist to organize a reception or other public event promoting the exhibit.

Sales of work: The Wendt Library Art Committee must act as an intermediary for all sales of artwork during an exhibition. The Wendt Library Art Committee takes a 20% commission on all sales during or resulting from an exhibition. Please price your works accordingly. The Wendt Library Art Committee will collect 5.5% Wisconsin Sales Tax and will remit sales tax directly to the Wisconsin Department of Revenue.