



# STAIRWELL GALLERY

## Stairwell Gallery Artist Information & Expectations

### OVERVIEW

The Stairwell Gallery at the Lake Oswego Public Library features monthly rotating exhibitions by local and regional artists. Exhibits are displayed in a public library environment and are intended to enrich the community and highlight the cultural and artistic talent of our region.

This document explains how the Stairwell Gallery works, what we expect from exhibiting artists, and what artists can expect from the Library. Artists selected for exhibition will also be asked to sign a separate Artist Agreement that outlines legal responsibilities, liability, and City policies.

### Where Artwork Is Displayed

Artwork is displayed in a high-traffic, public setting that is open to all ages.

The Stairwell Gallery is:

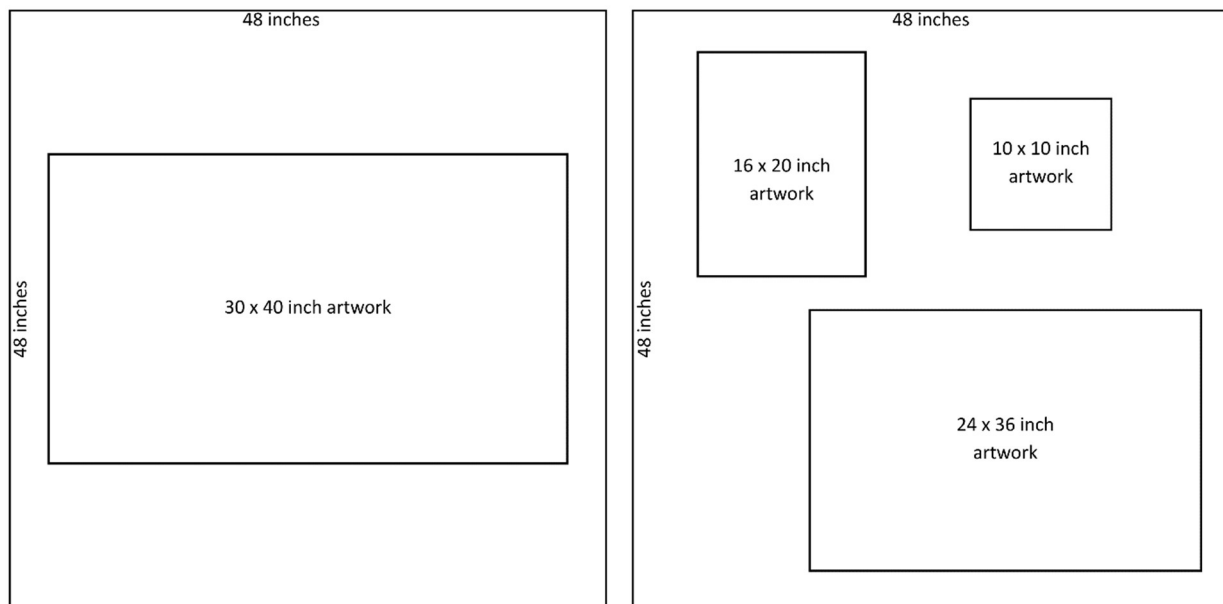
- A public exhibition space within a working library
- A venue for temporary, one-month displays
- A partnership between artists and the Library to serve the community

The Stairwell Gallery is not:

- A commercial gallery or art dealer
- A venue that processes payments or commissions
- A space with full insurance coverage for artwork
- A controlled or secured gallery environment

Stairwell Display Walls: Ten 4' × 4' wall-mounted panels along the library stairwell, intended for 2D artwork such as paintings, photography, prints, and collages.

Artwork may be arranged in a variety of configurations. Artists are expected to provide sufficient work so that panels are not left largely unoccupied.



Bookshelf Display Area: A section of low bookshelves on the upstairs Adult Nonfiction floor. This area is suitable for small 3D works such as ceramics or sculpture.

Note that the display area for 3D works is 3 shelves that are each 10 feet long. They are about waist height (about 4 feet), which makes for a good viewing angle. Each shelf is only 20.5 inches wide, though, so that would be important to take into consideration when selecting which pieces to show.

## **ART SELECTION**

We select work based on:

- Artistic excellence and originality
- Suitability for a general audience
- Community interest or cultural relevance
- Quality of presentation
- Diversity in media, styles, and perspectives

Priority is given to:

- Local artists from Lake Oswego and the greater Portland area
- Local professional art associations
- Art that represents diverse cultures, identities and traditions

Due to limited space and scheduling constraints, not all applicants can be offered an exhibition. Obscene or indecent materials are not permitted to be displayed in the stairwell gallery. Fragile, interactive, or hazardous works may not be suitable for display in this environment.

## **PROMOTION AND PUBLICITY**

The Library promotes Stairwell Gallery exhibits through press releases, the library newsletter, social media, and local arts calendars.

Instead of formal receptions, artists are invited to present a one-hour public talk or program during their exhibit month. Scheduling is coordinated with the Gallery Coordinator.

Permission to photograph accepted artwork for publicity purposes is assumed unless the artist notifies the Library in writing.

## **APPLICATION**

Artists may apply using the online application form or by scheduling an in-person meeting with the Stairwell Gallery Coordinator. Applicants must provide images or samples of their work for review.

Due to the volume of submissions, response times may take several months. We respond to all applicants, but we are unable to offer exhibitions to every artist. Exhibits are generally scheduled about one year in advance.

Application link: <https://www.ci.oswego.or.us/library/call-artists-stairwell-gallery>

## **INFORMATION FOR SELECTED ARTISTS**

### **Timeline Checklist**

Before applying

- Visit the gallery space in person, if possible, before applying.

At least two months before the exhibition

- Sign and return the Artist's Agreement.
- Confirm installation date and takedown date.
- Indicate whether you would like to give an artist talk.

- Submit an artist statement.
- Submit a promotional image.

Before promotion (typically one month before the exhibition)

- Review and approve the library's promotional description as soon as you receive it.
- Confirm details of artist talk if you have already indicated that you want one.

One week before the exhibition

- Submit the final artwork display list.
- Send digital presentation materials if presenting.

Day before the exhibition opens

- Ensure all artwork is professionally prepared and ready for installation.

### **Artist Responsibilities**

Selected artists are responsible for:

- Transporting artwork to and from the Library
- Ensuring work is professionally prepared and safe for display
- Providing accurate artwork information and pricing
- Coordinating directly with buyers for any sales
- Complying with installation and take-down schedules

### **Artwork Preparation**

#### **2D Work**

- Must be framed or have finished edges
- Must be wired for hanging before arrival
- No exposed glass edges, sharp hardware, or unstable frames

#### **3D Work**

- Artists must provide any required display stands
- Enclosures or protective cases must be provided by the artist if desired

The Library provides hanging hooks, tools, and basic installation support. Artists typically hang 2D artwork on our panels by nailing in hooks for each

artwork. Due to liability the art exhibit program manager cannot physically interact with the artwork, however, they will be on hand to give advice and to instruct in how to wire and prepare artworks for hanging as needed.

### **Display List and Labels**

Artists must submit a display list by the agreed deadline. The display list should include:

- Artist name
- Title of work
- Medium
- Price or “Not for Sale”
- Dimensions and date created (optional)

Artists are encouraged to submit information for more works than they plan to display. It is easier to omit labels than to create new ones after installation.

The Library formats and prints all wall labels and signage to ensure consistent branding and accessibility.

Feel free to bring business cards for us to share with visitors who inquire about your work.

### **Artist Statement**

Artists must submit a brief artist statement and bio (maximum 200 words) by the agreed deadline, typically when the artist’s agreement is submitted.

The Library may make light edits for length, clarity, formatting, and accessibility.

### **Selling Artwork**

Artists may offer work for sale. If so:

- A price list and contact information must be provided
- Prices are not displayed next to artwork
- The price list is available at the Fiction Desk
- All sales are handled directly between the artist and buyer

Sold artwork remains on display until the end of the exhibition. Artists must notify the Library promptly when a sale occurs so labels can be marked as sold.

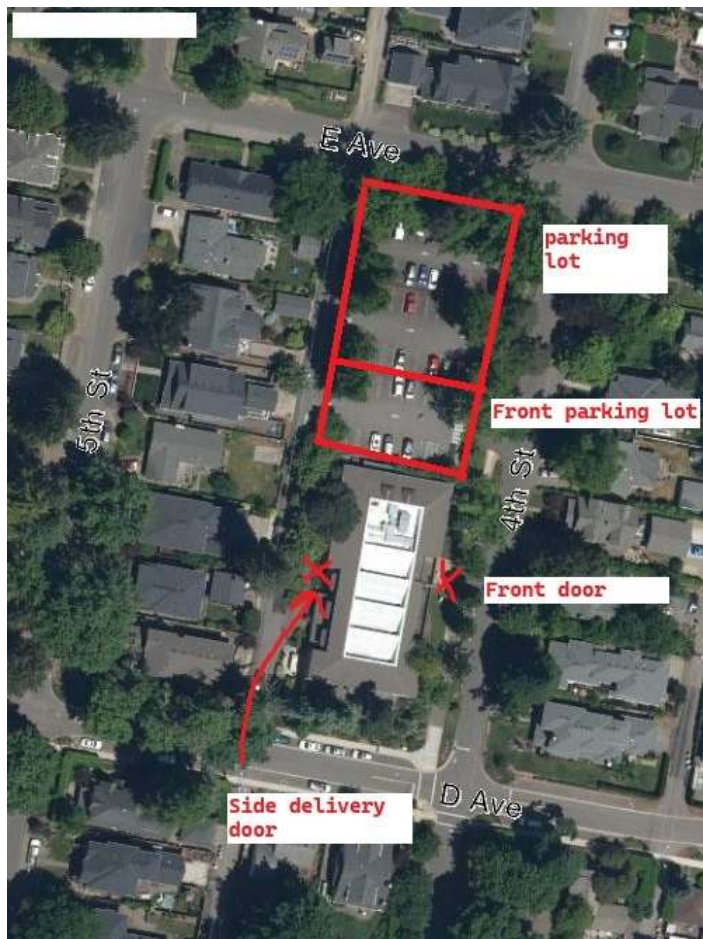
## Installation and Take-Down

Exhibits are typically installed during the first weekend of the month and taken down during the last weekend. Installation and removal are by appointment only and must occur on the agreed dates.

The Library is not responsible for artwork delivered before or left after the scheduled exhibition period.

Hand trucks and book carts are available to assist with moving artwork.

## Directions to Lake Oswego Public Library



**Address:** 706 4th St, Lake Oswego, OR 97034.

**Phone:** (503) 636-7628

**Loading:** To access the side delivery door, turn North on the access road between 4th and 5th St. and take a slight right instead of continuing on to the parking lot.

**Dropping off people:** The library's front entrance is on 4th Street between D and E Avenue.

**Parking:**

- To reach the front parking lot, come in from 4th Street.
- To reach the back parking lot, drive in from the alley road between 4th and 5th Street.
- Note that the two parking lots are not connected and the alley is one-way.

**April Younglove, MLIS** (she/they)

Adult Services Librarian | Library

[City of Lake Oswego](#)

706 Fourth Street | Lake Oswego OR 97034

503-534-5667

Sunday-Thursday