

# Computer Gallery Information & Application



Got Art? We can display it!

Our Computer Gallery gives local artists a place to shine.

# Most Frequently Asked Questions

## **Why is the library displaying art?**

The library is an easily accessible community gathering place which makes it an ideal public venue for combining art and technology. The three major goals of displaying art in the library are to enhance the environment for library patrons, to promote local and regional art and artists, and to support the library's cultural mission in the community.

## **Where is the Computer Gallery?**

The Heights Library Computer Gallery is located on the first floor of the west end of the Lee Road Library. The Computer Gallery also serves as a public Computer Lab.

## **Who can apply?**

Anyone can submit an application (see opposite page).

## **What type of art can I display?**

Any 2 dimensional artworks can be displayed.

## **When can I apply?**

You can fill out an application at any time.

## **When are shows selected and who selects them?**

A panel of staff members selects shows twice a year, but applications are accepted year round. Shows selected for January – June will be announced in October. Shows selected for July – December will be announced in April.

## **Who installs my exhibit and how long will it be hung?**

You are responsible for installing your own exhibit. An installation date will be assigned to you based on your schedule and library availability. Exhibits will be up for approximately 6 weeks. You will also be assigned a time to remove your show.

## **How much art do I need to hang a show in the Computer Gallery?**

The number of pieces you need will vary depending on the sizes of the individual artworks. Please consider having a minimum of 15 pieces to be considered for an exhibit.

## **Who promotes my show?**

We both will! The library will provide you with a template to use to create posters and fliers to promote your show. The exhibit will be hung in a highly visible area of the library that is guaranteed to be viewed by many patrons on a daily basis. We have over 1 million visitors at the Lee Road Library each year!

## **Can I sell my artwork?**

Yes. Our policy requires that you sign an Artist Agreement. By signing it you agree to donate 10% of sales to the FRIENDS of the Library. All sales must be handled through the artist.

## **Can I have a Gallery Opening?**

Sure! Please contact the Program Coordinator for details on how to book a Gallery Opening Reception.



Interested? Tell us about yourself and your art. Please fill out this form and submit it with 3 photo images that are representative of your work. Or email your information and images (in .jpg format) to [progcoord@heightslibrary.org](mailto:progcoord@heightslibrary.org).

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Medium: \_\_\_\_\_

Description of Works: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When are you interested in displaying your work? \_\_\_\_\_

Mail to:

Cleveland Heights – University Heights Public Library

Attn: Program Coordinator

2345 Lee Road

Cleveland Heights, OH 44118

Email to: [progcoord@heightslibrary.org](mailto:progcoord@heightslibrary.org)

Questions?

Call 216.932.3600 ext. #250

# Gallery Layout

Please remember our Computer Gallery is open to the public 72 ½ hours a week as a Computer Lab.

