

Artworks

is a non-profit organization providing programs in the humanities and arts located in Big Rapids, Michigan.

Artworks' mission is three-fold:

- . to provide gallery space where artists may exhibit and sell their work.**
- . to provide a place for education and performance of the arts and humanities.**
- . to provide a community center for the arts and cultural activities.**

**106 North Michigan Avenue, Big Rapids, Michigan
49307**

231-796-2420

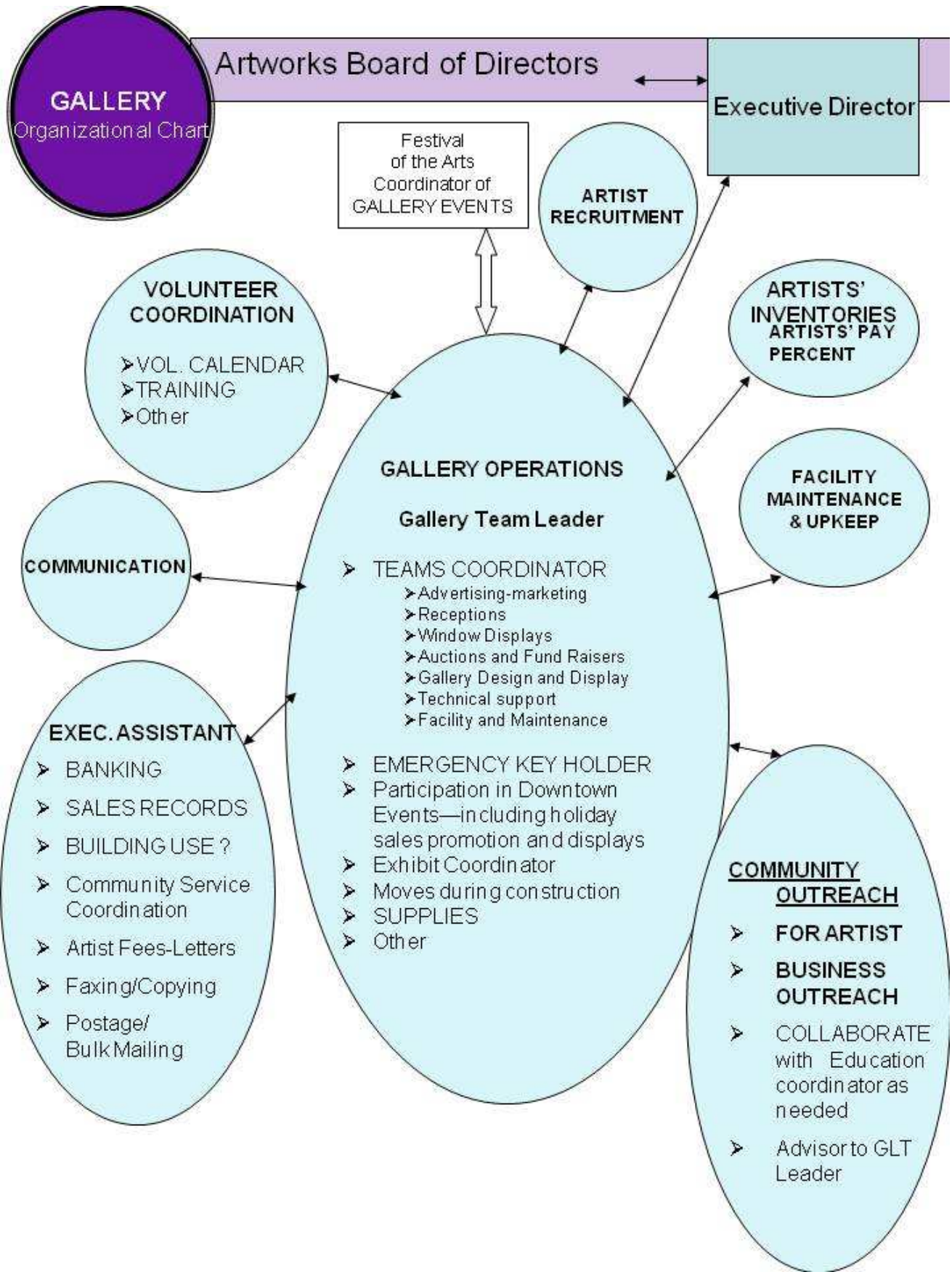
www.artworksinbigrapids.com

501c3 Organization



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THE POLICY AND PROCEDURES FOR THE JURY PROCESS

POLICY: The Artist Advisory Team is responsible to represent Artworks and its procedures in the jury process for works of art by new members and new media submitted by existing members.

Procedures of the Artist Advisory Team:

- Upon receipt of completed forms and submission of work, the Artist Advisory Team will arrange to review works of art presented to be juried. This review will take place on a scheduled date each month.

- Artist Advisory Team Leader:
 - calls the meetings
 - contacts the artist to schedule a consultation meeting to discuss the artist's participation in the Gallery or to discuss what they might consider doing to make a product Artworks can accept including framing technique and artistic proficiency. This would allow the artist to get answers to their questions.

- The Artist Advisory Team:
 - act as the mentors and consultants to artists approaching us for presentation in the gallery.
 - review new media from existing artists.
 - review the following forms for complete information:
 - ◆ Artist Information (including confidential business info).
 - ◆ W-9
 - ◆ Artist biographical sketch with photo and samples of work to use for information notebook and publicity.
 - ◆ Artist signed consignment and abandoned work-of-art agreement.
 - ◆ Artist signed waiver of liability.

THE SIX (6) POLICIES AND CORRESPONDING PROCEDURES FOR WORKS-OF-ART SUBMITTED FOR SALE IN THE GALLERY/GIFT SHOP

POLICY 1: Works of art by member artists are eligible to be displayed at the gallery/ gift shop for sale.

Procedures:

➤ **Works-of-art for sale:**

- **Two-dimensional work to be hung:**
 - ◆ Up to 5 hanging pieces per member . Appropriate hanging wire for display is required in the interest of protecting the work.
 - ◆ Work with other hanging devices (i.e. saw-tooth or small metal hangers) will not be displayed. The work often tips unevenly on these devices.)
 - ◆ Work in standing frames need not be wired.
- **Two-dimensional work to display in bins:**
 - ◆ Prints and unframed originals must be labeled, matted and enclosed in clear plastic display envelopes. Quantity of work must be limited by bin space. Overcrowding is inconvenient for customers therefore less attractive for browsing and buying.
 - ◆ Artists' bins must be marked with permanent indication of ownership. (Suggestion: a key chain with info as on a luggage tag hung from the back of the bin hidden from sight.)
- **Three-dimensional work:**
 - ◆ Pottery: Up to 20 items dependent on display space available.
 - ◆ Others: Up to 10 items dependent on display space available.
- **Jewelry: Up to 50 pieces** dependent on display space available.
 - ◆ Artists providing display pieces must put their name on all of their display pieces to insure return.
- **Other items:** Contact gallery team leader when your medium falls outside the above categories and guidelines.

➤ **Inventory recording:**

- **Artists with inventory sheets** in the notebook are encouraged to continue to list new items on the existing sheet. (This saves paper and space in the inventory books.) New items should be numbered sequentially, continuing the numbering sequence from the last item inventoried. After the new items are listed, have the sheet signed and dated by the gallery staff member. (A copy may be run for the artist.)
- **New Artists: itemize your works on a new inventory sheet.** Have the sheet signed and dated by the gallery staff member. (A copy may be run for the artist.) The inventory sheet is then put in Marlies Manning's mail box in the office. She will incorporate it into a new section in one of the Artist Inventory Notebooks. The last four digits of the social security number become the artist number.

➤ **Labeling:**

- **Artworks will provide the labels for pricing.** Artworks price tags are **removable** stickers suitable for most items and small jewelry tags.
- **Artworks has a standardized system of identification for price labels.**

- ◆ Top number: The artist's 4 digit number.
 - ◆ Middle number: The price **preceded by \$**.
 - ◆ Bottom number: The inventory number **WITHOUT A # SIGN**.
 - ◆ Artists ARE REQUIRED TO USE INVENTORY NUMBERS WITH 1-3 DIGITS AND 5 OR MORE DIGITS. PLEASE DO NOT USE 4 DIGIT NUMBERS that can be confused with the artists' number. Use consecutive numbers. No repeats.
- **Signage:**
- **Artworks provides name signs** for artists' work and for the bins.
 - **Information regarding materials and processes** used in any mediums will be allowed and encouraged.
 - **Personal business information** will be allowed attached to the back of the work of art. The artist understands that work commissioned through an Artworks' contact will be sold through Artworks. Commission calculation follows Artworks' procedure.
 - **An information area** listing artists who accept commissions will be in place. The Gallery Leader will post artists and specialties with the understanding that Artworks receives the customary percentage on any commissioned piece resulting from the Artworks' posting.
- **Drop off of works-of-art:**
- **After inventory sheet** is complete and the pieces are labeled, items may be dropped off in the Artists' Lounge/Gallery Office storage area for safe keeping until the Gallery leader and/or the gallery display team are able to display them. (Usually within one week.)
- **Gift boxes and cards:**
- **Artworks provides gift boxes** and wrapping for customers.
 - **Artists may provide a card that is approximately the size of a business card** for enclosure with gifts that state name, business information and medium. This is for the convenience of our customers who would like the recipient to know who created this gift. This information may be attached to the work-of-art on the back or underside. **Original or type of print is required information.**

POLICY 2: The removal of work for personal use and for display elsewhere including Artworks events and exhibits must be coordinated with the gallery leader.

Procedures:

- **Removal of work for more than a weekend:**
- In the event an artist plans to remove items from display with the intent to return all or some of the items, the gallery design/display team will need to fill the space. The artist's work when returned will be returned to display by the gallery leader or the design/display team members.
- **Removal of work for a weekend:**
- In the event of short term removal, the gallery will place a sign "watch this space for new display" as appropriate rather than have a blank display space. The gallery leader or design /display team will replace the items when they are returned.

POLICY 3: Artworks policy allows the gallery to temporarily store items in order to rotate the displays.

Procedures:

- **Works-of-art removed** from display will be stored in the second floor art storage area in alphabetical order by artist's last name. Bins will be tagged.
- **Artist will be notified** if work is placed in storage.
 - Work removed that is on display over the 3 month guideline
 - Work removed due to temporary space limitations
 - Work removed when membership donation has not been made by January 15.

POLICY 4: Artworks' policy allows the gallery to claim abandoned works-of-art to sell at auction or for the gallery's benefit.

Procedure:

- **All reasonable effort** will be made to contact artists before the abandonment policy is invoked.
- **Artist agrees to leave** a forwarding address and a contact address to make this communication possible. The membership year is January 1 to December 31. Therefore contact may not need to be made with the artist until the membership year has ended.
- **Artists who leave works of art** when they are no longer members will be notified by a certified letter by January 31 when there is no response to other contact attempts.
 - They will be reminded of the abandoned work policy that states works will be considered donated to Artworks if no arrangements are made for pick up within the stipulated timeframe.
 - A form and post-paid return envelope will be enclosed with the certified letter that allows the artist to indicate that the works are donated to Artworks or that they will be picked up by a designated date.
 - Artists who do not respond to the certified letter will be considered to have abandoned their work and Artworks will change the works to AW inventoried items.
 - The process may take up to 3 months from the first contact attempts to a final disposition of the art pieces.

POLICY 5: Artworks pays artists for work sold based on commission structure below.

Procedures:

- **Payments** are made once per month.
- **Payments** are made for work sold the previous month.
- **Commission payments** are based on:
 - the artist's volunteer gallery staff hours. Recording of hours is the responsibility of the artist. The record is kept on a time sheet that is in the artist's inventory section of the inventory record books. The books are kept in the Artists' Lounge/Gallery Office.
 - the artist's volunteer hours spent on team tasks. Recording of hours is the responsibility of the artist. The record is kept on the time sheet that is in the artist's inventory section of the inventory record books. The books are kept in

the check-out counter, lower left cabinet. (**Arrangement of artist's own work is not counted as volunteer hours.**)

- the artist's completion of tasks set forth by the Gallery Team Leader. Recording of hours is the responsibility of the artist. The record is kept on the time sheet that is in the artist's inventory section of the inventory record books. The books are kept in the check-out counter, lower left cabinet.
- the artist's extraordinary donations to Artworks
 - ◆ Financial gifts and donations in lieu of volunteering need to be arranged with Gallery Leader and the Gallery Leadership Team.

A new process for artist pay began with July 2009 records and will be in effect for one year to assess the process and to have a reasonable test period.

- **There will be quarterly (not monthly) review of volunteer hours, 8 hours per month is standard = 24 hours for 3 months.**
 - Earning the 75/25 or 60/40 split will be based on the previous 3 month records.

Examples:

1. July, Aug., Sept. records 8 hours x 3 months = 24 hours
Items sold in Oct., Nov., Dec., would receive the 75/25 split.
2. July, Aug., Sept. records 11 volunteer hours, 13 hours short of 24. (The 11 hours recorded would be banked forward.)
Items sold in Oct., Nov., Dec., would receive the 60/40 split.
3. July, Aug., Sept. records 36 volunteer hours
Items sold in Oct., Nov., Dec., would receive 75/25 split AND 12 hours will be carried forward (banked).

- **New artist hours** will be handled month by month over the first 3 months. After that their hours will follow the examples above. First month 60/40 commission; following months commission payments dependent on structure above.

POLICY 6: Works-of-art may be left at Artworks with prior arrangements for the convenience of members who are away from the Big Rapids area for extended periods of time.

Procedures:

- Providing membership dues are paid for the membership year they will be away, works of art will be displayed for sale.
- Artists making arrangements may leave 10 pieces of art with the understanding that they will be rotated into the gallery. All would only be on display if the artist has requested a bank to bank to Artworks exhibit.
- Artists must provide covers for items left to protect them from dust and damage while stored..
- The items will be stored in the Rotational Storage area on the second floor in alphabetical order by the artist's last name.

POLICIES AND PROCEDURES FOR SUBMITTING WORKS OF ART FOR EXHIBITS

POLICY 1: Artworks member exhibiting artists are encouraged to participate in various exhibits held at Artworks and at Artworks sponsored off site exhibits.

Procedures:

- Exhibit forms must accompany each piece.
- Exhibit label information must be submitted 7 days prior to hanging date to allow the team time to get labels printed.
- All exhibit pieces must be included on the artist's inventory sheet. Mark an "E" in pencil in the sold /removed column to indicate they are in an exhibit. The "E" can easily be erased when the exhibit ends. The piece can then be left for sale or removed.
- Pricing labels must follow the Artworks format used in the gallery/gift shop.
- Items may be for sale or marked SOLD. All prices marked must include the Artworks commission.
- Pieces are to be delivered to the Gallery Office/Artists Lounge with all paperwork by the due date for the exhibit.
- Items must be on display throughout the exhibit unless sold to an out of town buyer. The gallery leader must be notified of the removal. Under extenuating circumstances the gallery leader may allow a work of art to be removed.
- Number of items placed in an exhibit will be the responsibility of the Gallery leader and design team. Space limitations may determine the number of pieces by each artist exhibited.
- Works of art are to be removed, placed in the gallery/gift shop or placed in storage at the artist's request by the date specified.

POLICY 2: Non-member artists exhibiting in an Artworks exhibit are required to pay a fee of \$35.00 in lieu of membership. There is a 30% commission fee on sales. Advisory team or invited jurors may be asked by gallery leader to jury artwork of non-members applying to exhibit.

Procedures:

- Exhibit label information must be submitted 7 days prior to hanging date to allow the team time to get labels printed.
- Exhibit forms must accompany each piece.
- Artworks business forms must be complete.
- All exhibit pieces must be included on an artist's inventory sheet. Mark an "E" in pencil in the sold /removed column to indicate they are in an exhibit.
- Pricing labels must follow the Artworks format used in the gallery/gift shop.
- Items may be for sale or marked SOLD. All prices marked must include the Artworks commission.
- Pieces are to be delivered to the Gallery Office/Artists Lounge with all paperwork by the due date for the exhibit.
- Items must be on display throughout the exhibit unless sold to an out of town buyer. The gallery leader must be notified of the removal. Under extenuating circumstances the gallery leader may allow a work of art to be removed.

- Number of items placed in an exhibit will be the responsibility of the Gallery leader and design team. Space limitations may determine the number of pieces by each artist exhibited.
- Works of art are to be removed, placed in the gallery/gift shop or placed in storage at the artist's request by the date specified.

POLICY 3: Special exhibit artists may be chosen by gallery leadership team. No jury process would be required. Artist fee would be waived. Commission fee is 30% on sales.

Procedures:

- Exhibit label information must be submitted 7 days prior to hanging date to allow the team time to get labels printed.
- Exhibit forms must accompany each piece.
- Artworks business forms must be complete.
- All exhibit pieces must be included on an artist's inventory sheet. Mark an "E" in pencil in the sold /removed column to indicate they are in an exhibit.
- Pricing labels must follow the Artworks format used in the gallery/gift shop.
- Items may be for sale or marked SOLD. All prices marked must include the Artworks commission.
- Pieces are to be delivered to the Gallery Office/Artists Lounge with all paperwork by the due date for the exhibit.
- Items must be on display throughout the exhibit unless sold to an out of town buyer. The gallery leader must be notified of the removal. Under extenuating circumstances the gallery leader may allow a work of art to be removed.
- Number of items placed in an exhibit will be the responsibility of the gallery leader and design team. Space limitations may determine the number of pieces by each artist exhibited.
- Works of art are to be removed by the date specified.

GIFT SHOP POLICIES AND PROCEDURES

POLICY 1: Gift shop items purchased, donated or consigned for Artworks' profit will be at the discretion of the gallery leader. They should be designated as items not created by our arts when necessary, i.e. Folk Jugs, children's art books.

Procedures:

➤ **Inventory recording:**

- **Inventory sheets** in the AW section of the first artist inventory notebook are completed at the direction of the Gallery Team Leader.
- All work is labeled AW for the artist number
- All items are listed consecutively in the inventory.

➤ **Labeling:**

- **Artworks has a standardized system of identification for price labels.**
 - ◆ Top number: The artist's 4 digit number or AW for Artworks owned items.
 - ◆ Middle number: The price **preceded by \$.**
 - ◆ Bottom number: The inventory number **WITHOUT A # SIGN.**

POLICY 2: Gift shop items for *holiday sales only* maybe presented to the gallery team leader for approval by October 15 each year. Call for an appointment. The holiday only artist donation is \$35. (Display of items will be November 1 through January 15.) The holiday artist may be asked by the gallery leader to continue to display work . In this case, by paying \$15 more by January 15, the membership will be extended throughout the calendar year.

➤ **Inventory recording:**

- **New Artists: itemize your works on a new inventory sheet.** Have the sheet signed and dated by the gallery staff member. (A copy may be run for the artist.)The inventory sheet is then put in Marlies Manning's mail box in the office. She will incorporate it into a new section in one of the Artist Inventory Notebooks. The last four digits of the social security number become the artist number.
- A Volunteer Hours and Team Tasks Completed forms will be placed in the artist's notebook section.

➤ **Labeling:**

- **Artworks will provide the labels for pricing.** Artworks price tags are **removable** stickers suitable for most items and small jewelry tags.
- **Artworks has a standardized system of identification for price labels.**
 - ◆ Top number: The artist's 4 digit number.
 - ◆ Middle number: The price **preceded by \$.**
 - ◆ Bottom number: The inventory number **WITHOUT A # SIGN.**
 - ◆ Artists ARE REQUIRED TO USE INVENTORY NUMBERS WITH 1-3 DIGITS AND 5 OR MORE DIGITS. PLEASE DO NOT USE 4 DIGIT NUMBERS that can be confused with the artists' number.

➤ **Signage:**

- **Artworks provides name signs** for artists' work and for the bins.

- **Information regarding materials and processes** used in any mediums will be allowed and encouraged.
 - **Personal business information** will be allowed attached to the back of the work of art. The artist understands that work commissioned through an Artworks' contact will be sold through Artworks. Commission calculation follows Artworks' procedure.
 - **An information area** listing artists who accept commissions will be in place. The Gallery Leader will post artists and specialties with the understanding that Artworks receives the customary percentage on any commissioned piece resulting from the Artworks' posting.
- **Drop off of works-of-art:**
- **After inventory sheet** is complete and the pieces are labeled, items may be dropped off in the Artists' Lounge/Gallery Office storage area for safe keeping until the Gallery leader and/or the gallery display team are able to display them. (Usually within one week.)
- **Gift boxes and cards:**
- **Artworks provides gift** boxes and wrapping for customers.
 - **Artists may provide a card that is approximately the size of a business card** for enclosure with gifts that state name, business information and medium. This is for the convenience of our customers who would like the recipient to know who created this gift. This information may be attached to the work-of-art on the back or underside. **Original or type of print is required information.**

POLICY 3: The removal of work for personal use and for display elsewhere including Artworks events and exhibits must be coordinated with the gallery leader.

Procedures:

- **Removal of work for more than a weekend:**
In the event an artist plans to remove items from display with the intent to return all or some of the items, the gallery design/display team will need to fill the space. The artist's work when returned will be returned to display by the gallery leader or the design/display team members.
- **Removal of work for a weekend:**
In the event of short term removal, the gallery will place a sign "watch this space for new display" as appropriate rather than have a blank display space. The gallery leader or design /display team will replace the items when they are returned.

POLICY 4: Artworks policy allows the gallery to temporarily store items in order to rotate the displays.

Procedures:

- **Works-of-art removed** from display will be stored in the second floor art storage area in alphabetical order by artist's last name. Bins will be tagged.
- **Artist will be notified** if work is placed in storage.
 - Work removed that is on display over the 3 month guideline
 - Work removed due to temporary space limitations
 - Work removed when membership donation has not been made by January 15.

POLICY 5: Artworks' policy allows the gallery to claim abandoned works-of-art to sell at auction or for the gallery's benefit.

Procedure:

- **All reasonable effort** will be made to contact artists before the abandonment policy is invoked.
- **Artist agrees to leave** a forwarding address and a contact address to make this communication possible. The membership year is January 1 to December 31. Therefore contact may not need to be made with the artist until the membership year has ended.
- **Artists who leave works of art** when they are no longer members will be notified by a certified letter by January 31 when there is no response to other contact attempts.
 - They will be reminded of the abandoned work policy that states works will be considered donated to Artworks if no arrangements are made for pick up within the stipulated timeframe.
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 - Artists who do not respond to the certified letter will be considered to have abandoned their work and Artworks will change the works to AW inventoried items.
 - The process may take up to 3 months from the first contact attempts to a final disposition of the art pieces.

POLICY 6: Artworks pays artists for work sold based on commission structure below.

Procedures:

- **Payments** are made once per month.
- **Payments** are made for work sold the previous month.
- **Commission payments** are based on:
 - the artist's volunteer gallery staff hours. Recording of hours is the responsibility of the artist. The record is kept on a time sheet that is in the artist's inventory section of the inventory record books. The books are kept in the Artists' Lounge/Gallery Office.
 - the artist's volunteer hours spent on team tasks. Recording of hours is the responsibility of the artist. The record is kept on the time sheet that is in the artist's inventory section of the inventory record books. The books are kept in the check-out counter, lower left cabinet. (**Arrangement of artist's own work is not counted as volunteer hours.**)
 - the artist's completion of tasks set forth by the Gallery Team Leader. Recording of hours is the responsibility of the artist. The record is kept on the time sheet that is in the artist's inventory section of the inventory record books. The books are kept in the check-out counter, lower left cabinet.
 - the artist's extraordinary donations to Artworks
 - ◆ Financial gifts and donations in lieu of volunteering need to be arranged with Gallery Leader and the Gallery Leadership Team.

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- **There will be quarterly (not monthly) review of volunteer hours, 8 hours per month is standard = 24 hours for 3 months.**
 - Earning the 75/25 or 60/40 split will be based on the previous 3 month records.

Examples:

1. July, Aug., Sept. records 8 hours x 3 months = 24 hours
Items sold in Oct., Nov., Dec., would receive the 75/25 split.
 2. July, Aug., Sept. records 11 volunteer hours, 13 hours short of 24. (The 11 hours recorded would be banked forward.)
Items sold in Oct., Nov., Dec., would receive the 60/40 split.
 3. July, Aug., Sept. records 36 volunteer hours
Items sold in Oct., Nov., Dec., would receive 75/25 split AND 12 hours will be carried forward (banked).
- **New artist hours** will be handled month by month over the first 3 months. After that their hours will follow the examples above. First month 60/40 commission; following months commission payments dependent on structure above.

POLICY 7: Works-of-art may be left at Artworks with prior arrangements for the convenience of members who are away from the Big Rapids area for extended periods of time.

Procedures:

- Providing membership dues are paid for the membership year they will be away, works of art will be displayed for sale.
- Artists making arrangements may leave 10 pieces of art with the understanding that they will be rotated into the gallery. All would only be on display if the artist has requested a bank to bank to Artworks exhibit.
- Artists must provide covers for items left to protect them from dust and damage while stored..
- The items will be stored in the Rotational Storage area on the second floor in alphabetical order by the artist's last name.

TERMS & DEFINITIONS

TERMS

- **Artworks Member:** For the purposes of this document, an Artworks member refers to registered artists of the Artworks organization who have paid their annual member donation, have had their work accepted for the gallery gift shop display, and are working in the creative branch of the Artworks gallery. All artists are encouraged to become **active** members by participating in various activities including team involvement, attending artist meetings, and volunteering in the gallery/gift shop in a variety of ways.
- **Gallery:** Gallery refers to the building space where Artworks is housed and includes exhibit spaces, gift shop space, and storage space.
- **Exhibits:** Exhibits are intended to be a showcase for the fine arts. (Exhibits can include artwork created by members or others. Other artists work may be included during invitational shows and traveling shows from museums or art organizations, etc. Exhibits might include art by members only, as in the Annual Local Artists' Show, or exhibits might include a combination of work by members and others. An example of this would be a show of prints including prints from masters on loan and prints by members.

Exhibit space in the gallery is set aside for various exhibits and is flexible in order to accommodate the space requirements of the various exhibits shown throughout the year.

- **Gift Shop:** Gift Shop space is provided for members to sell their work. Examples of items that may be sold in the Gift Shop include cards, jewelry, originals, reproduction prints, and other items created by members. All items in the Gift Shop are for sale.
- **Storage Areas** are provided to eliminate clutter from the public areas:
 - ◇ ARTISTS DROP-OFF AREA is in the Artists' Lounge/Gallery Office.
 - ◇ ARTISTS' PICK-UP AREA is on the second floor.
 - ◇ ROTATIONAL ART STORAGE AREA is on the second floor.
 - ◇ PROPS for all purposes are on the second floor.
 - ◇ CLEANING SUPPLIES are on all three floors in designated and labeled spaces.
 - ◇ WRAPPING SUPPLIES are in the Gallery Office and on the second floor.

DEFINITIONS

ORIGINAL WORK DEFINED:

- To be original, a work must be the concept of the artist.
*For Example, a painting done from a photo in a magazine cannot be considered an original piece. However, photos in the public domain, and used for reference as an aid in completing the **artist's** (emphasis intended) concept and design will be allowed. Therefore, work from such method will be considered original.*
- Items made from a kit are not original work.
- items may include NO copies of trademarked or copyrighted items.
- Work done in a classroom environment is not original work.

PRINTS DEFINED:

- **Reproduction prints** are prints that can be created in multiples with the intent of duplicating an existing image that is already considered to be an original work of art (such as watercolor, oil, pastel, etc.). This differs from original prints.
- **Original prints** can be published in multiples also; however, original prints are created with the intent to **be** a work of art, not a **representation** of a work of art.
An example of an original print is an etching, which is created from a copper plate, or a photograph, which is created from a negative or transparency. Each print is considered to be a unique representation of an image and in most cases this is due to the fact that original prints (such as etchings, silk screen prints, photographs, etc.) are individually inked and processed (this is not true in all cases). On the other hand, the prints in an edition created to be reproductions of an image are more consistent and alike than original prints are. This is because reproduction prints are usually printed mechanically versus the original prints most often being individually inked and developed as previously stated. In general, reproduction print editions are most often hired out and not printed by the artist. Original prints, however, usually are done by the artist's hand. Printed reproductions of art in media such as watercolor, oil, pastel, etc. are not to be considered original prints.

With the advent of digital technology, changes have occurred in the printing industry and the digital print has come on the market. It was developed for, and has most often been used to, create reproduction prints of original work. However, some artists are using digital media to create original work, creating compositions digitally.

This is a difficult area to define because much of the originality depends on the artist's integrity. It is suggested here that digital compositions claiming to be original art, should only be allowed if the piece(s) is (are) derived from the artist's original work or concept, whether it be from a painting, a photograph, drawings or any other media considered original. Further, the digital composition should exhibit unquestionable originality in its concept and design. It is suggested this is one area that will have to be decided on a case by case basis by the Gallery Leader with the assistance of the Artist Advisory Team Jury.

Updated March 2010