

CENTRAL ART GALLERY

Submission Requirements and Procedures

The Art Gallery at the Des Moines Public Library offers an accessible and welcoming environment for encouraging and celebrating Iowa artists. The gallery is located on the second floor of the Central Library and features eight double-sided movable walls with over fifty square feet of usable display space per side.

Requirements:

- Artist(s) must be a resident of Iowa
- Artist(s) must be at least 18 years old
- Artist(s) organizations must be based in Iowa

Procedures:

Artist(s) must submit the following materials in order to be considered for an exhibition:

- **Completed Art Exhibition Application Form** - Available online at dmpl.org or at any DMPL service desk.
- **Images of Artwork** - All work submitted must be available for exhibition. *Library will not review portfolios of artwork not intended for exhibition.*
 - Artwork submitted must be original
 - Images submitted must be digital files of good quality
 - Each image must include the name of the artist, title, medium and framed dimensions
- **Resume or CV**
- **Artist's Statement or Exhibition Statement** (not required but helpful)
- **SASE (Self-Addressed, Stamped Envelope)** for return of any physical materials. Affix sufficient postage for return. Library will not assume extra postage costs.

Artwork will be reviewed by the library art committee and the artist(s) will be contacted after decisions have been made.

Submission materials may be emailed or mailed to:

reference@dmpl.org / subject line: Art Submission

Des Moines Public Library
Attn: Burke Shiffler
1000 Grand Avenue
Des Moines, IA 50309

Or dropped off to:

Central Library / 2nd Floor Information Desk
1000 Grand Avenue
Des Moines, IA 50309

Questions may be directed to:

reference@dmpl.org -or-
(515) 283-4152 (ask for Burke Shiffler)

CENTRAL ART EXHIBITION APPLICATION FORM

[Please Print Legibly]

Date: _____

Artist (*or Group*) name: _____

(*If Group*) Name of Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____) _____ - _____ Email Address: _____

If selected, please mark how you would like to be notified below:

☐

Email

☐

U.S. Postal Service

Briefly describe the artwork you would like to show at the library's art gallery:

Please indicate how works will be framed:

By their signature below the artist affirms that they have read and understand the **Art Exhibition Guidelines** and the Central Art Gallery **Submission Requirements & Procedures**.

Applicant's Name (*please print*): _____

Applicant's Signature: _____

CHECKLIST OF OTHER MATERIALS TO INCLUDE WITH THIS APPLICATION FORM:

- ___ Artwork Images (in common digital file format such as .jpeg or .tiff – emailed or delivered on portable drive or CD)
(If work is to be viewed from an online source please provide URL and any other information needed to view the material)
- ___ Artist Resume or Curriculum Vitae (CV)
- ___ Artist's Statement or Exhibition Statement (not required, but helpful)
- ___ SASE – Self-Addressed Stamped (padded) Envelope for U.S. Postal Service return of any physical materials submitted.

***** Please affix appropriate postage to ensure return.***

For questions please email: reference@dmpl.org / subject line: Art Gallery

Or call (515) 283-4152 and ask for **Burke Shiffler**