

Things to know for showing at the Downtown Library:**Installation:**

Your group will have to do your own installation of the show. We can let you in to the library before open hours if you arrange with us for that; there is staff here as early as 8 am on weekdays. We can loan you a ladder but all labor must be done by the group. There are picture hanging rails in the gallery and we provide hooks for those. If you're going to use the hanging rails you'll want to purchase mono-filament (fishing line) or wire for the hanging (be sure to get it of sufficient weight to support your pieces). This is the best way to hang work. If you are going to put unframed pieces directly on the wall then we prefer that you use a particular kind of sticky tab that we have found does not damage the paint and is easy to remove. There are two that work:

[Scotch Wall mounting tabs](#) (for lighter weight items and exhibit labels)

[Command Poster Strips](#) (for a little heavier items)

We advise that you stop by and look at some of the exhibits to see how they are installed so you have an idea of what works. Please be sure that each piece has an accompanying label and that there is a sign or poster that explains what the exhibit is. Please also note that installation takes longer than most people think it will and it goes more quickly with more than one person.

For the 1st floor space Monday is not a good day to install an exhibit. We are hosting a Community Court for non-violent offenders on that day of the week in our meeting room so the gallery is not really available for lots of traffic and noise. Installation in other library spaces can happen on Mondays.

De-installation:

You are responsible for this as well and for leaving the gallery as you found it (removal of sticky tabs, monofilament, fliers, etc.).

As with installing the exhibit, Mondays are not a good day to de-install if in the 1st floor space.

Reception or Opening:

You will need to have a reception or opening for the show on First Friday (2nd Friday for January). Food and beverages are permitted in the gallery (no alcohol is permitted in the library). We can provide you with a table or two for a reception in the gallery--no need to bring your own.

First Friday:

For First Friday ArtWalk, the library stays open until 8 pm even though we normally close at 6:00 on Fridays. We generally have live music on the 3rd floor of the library. We prefer that you have representatives from your group present at the gallery for the artwalk.

Publicity:

The library will include your show on our website and will send info to the Downtown Spokane Partnership for their First Friday publicity. You are responsible for the primary publicity of your show. If you do a Facebook event for your reception please send Spokane Public Library a co-hosting request for the event. For our website we need the following:

- **Art Description** (mixed media? Watercolor? Photography? Etc)
- **Bio or "About Us" statement**
- **1-2 Images of the artwork**
- **Contact links for artist, if desired** (emails, webpages, Facebook, etc)

Questions: Please contact Eva Silverstone – 444-5307, esilverstone@spokanelibrary.org