



Installation & Deinstallation Instructions

The Art Gallery is on the second floor of the Orinda Library. Please bring completed Waiver form.

- **Artwork framed with glass is PROHIBITED; acrylic/plexiglass frames only.**
- Exhibitors must install their own artwork; curators are present to open cases, answer questions and provide supplies.
- Nothing can be nailed, screwed or taped onto any surface in the art gallery.
- Exhibitor must provide identification labels at time of install with artist's name, title of work, dimensions, and media for each work displayed. If artwork is not for sale, please add "NFS" on label or price list.
- Museum putty is provided by curators (museum putty from artists must be approved by curator). Labels for artwork on wood panels or white wall must be affixed with museum putty NOT self-stick labels or tape. Self-stick labels can be attached to cardstock or index cards then attached with museum putty.
- Labels in glass cases can be free standing with self-stick labels on folded cardstock or index cards or affixed with museum putty.
- **A 6' ladder and a stepstool are available; LADDER USE ONLY if you bring a helper to assist you.**
- Sale of Artwork: During exhibit, a sale is indicated by placing a red dot on the sold work's label; curators can assist.
- Buyer can take possession at deinstallation, or artist can make other arrangements at a mutually convenient time.
- Review "Preparing Your Artwork to Sell in LAC's Online Gallery" for details.
- There is a six-slot business card holder across from the 3-shelf glass case provided for the use of exhibiting artists.
- Please bring Waiver form with names and prices of art on backside, or attach.

Wood Walls – Four South Facing Recessed Walls Near Interior Library Entrance ([see online photos](#))

- Prior to show, attach picture hanging wire to back of artwork or frame strung taught through flat-eye hooks or D-rings across entire width of artwork or frame not less than 2" below top.
- There are 20 vertical rods and 50 hangers to receive wires attached to artwork or frames.
- Each rod can hold 50 lbs. total; if your art exceeds 50 lbs., please speak to the curator to include an additional rod and extra rod stops w/ thumbscrews (color-coded in red -- Gallery Room storage box); two to three artworks can be hung per rod, or more, if artwork is small and lightweight.
- If artwork is very large and/or heavy, or very horizontal, attach with 2 rods.
- Media holder for your artist statement or other media is provided; look on opposite wall near women's room sign.

Shelf Glass Case – West Facing, Parallel to White Wall Near Garden Room ([see online photos](#))

- Depending on size, 40+ items fit in this locked glass case; curators have keys. Taller items fit on top shelf.
- Please use glass cleaning materials in Gallery Room to clean glass at install.
- Media holder for your artist statement or other media is provided; look to left of case underneath poster announcing exhibit.

White Wall – West Facing, Adjacent to Library Auditorium Doors ([see online photos](#))

- Prior to show, attach picture hanging wire to back of artwork or frame strung taut through flat-eye hooks or D-rings across entire width of artwork or frame- not less than 2" below top.
- There are 20 vertical rods and 50 hangers to receive wires attached to artwork or frames.
- Each rod can hold 50 lbs. total; two to three artworks per rod, more if artwork is small.
- If artwork is very large and/or heavy, or very horizontal, attach with 2 rods. **LED lights above white wall are not to be moved.**
- Media holder for your artist statement or other media is provided; look for thermostat near three shelf glass case – media holder is underneath it.

4-Shelf Glass Case – South Facing, Adjacent to Library Auditorium Doors ([see online photos](#))

- Depending on size, 50+ items fit in this locked glass case; curators have keys. Taller items fit on top shelf.
- Please use glass cleaning materials in Gallery Room to clean glass at install.
- Media holder for your artist statement or other media is provided; look to left of glass case.

Deinstallation– Exhibitor must take down artwork on designated day/time or appoint a representative to do so and notify Curator by email. There is no storage.