



## **IMPORTANT - Artwork Preparation for the Art Gallery at the Orinda Library**

Please be sure to follow these steps when preparing your artwork for the exhibition. Every year several pieces fall down due to the wire not being secure on the back. If your artwork is framed you still need to have the wire spanning the width of the frame to hang it on our hanging systems. **ARTWORK WILL NOT BE ACCEPTED UNLESS PREPARED AS DIRECTED HERE.**

### **New Hanging Systems**

The new hanging system requires wall art to have a wire spanning the entire width of the back side of the frame/board. The wire should be attached to the frame/board at **least two inches** below the top of the artwork. The **wire should be not be loose, but taut** across the back. **Artists need to wire the frames before the art is brought to the library or it will not be accepted.**

**Make sure your wire or string is securely fastened to the board.**



If your artwork is mounted on foamcore, it is necessary to make sure the wire is securely fastened to the back. This means that you must secure the ends of the wires with glue and duct tape. Please place your wire at least two inches below the top of the board. Adhere the wire to the surface first with a hot glue gun, then the duct tape over it. Adhesive tabs do not stay glued to the surface. Your artwork will fall off if you do not secure tabs with a glue gun and the added duct tape.

### **Size Requirements**

Due to our limited space, the artwork dimensions **may not exceed 30" x 24"** in size. Anything larger will not be accepted.

**Questions? Email [VAC@Lamorindaarts.org](mailto:VAC@Lamorindaarts.org)**