

Procedures for Shatford Library  
Prepared by Marlene Jollymore, January 2022

The following is the new Shatford Library schedule for 2022 showing the artist name and the month in which they will display their art.

January: Paul Hogue  
February: Not ACC  
March: Susan Lord, MJ Cavicchi  
April: Bunk Trinacity,  
May:  
June:  
July:  
August: Mary Leslie  
September:  
October:  
November:  
December:

Please note the following:

- PLEASE CHECK ONLINE FOR ANY POSSIBLE CHANGES TO LIBRARY HOURS OR OTHER UNFORESEEN EVENTS.
  - Shatford Library will not sell your work but will hand out your business card (if provided) so interested purchasers can contact you directly.
  - Three dimensional art work will be placed on top of the book shelves for safety. Please ensure they have a suitable base for stability.
  - The wall size for hanging art is twelve feet wide and five feet high and incorporates a wire-hanging system with hooks. You are responsible to hang your own work. Library staff may assist. A sturdy ladder is available.
  - **Send an electronic version of your biography to [hubbardslibrary@gmail.com](mailto:hubbardslibrary@gmail.com) with the subject "ACC the month and your name". ie. ACC January Susan Lord.**
  - **Business cards and a short biography of the individual artist are to be provided by you for display on the counter in front of the art display.**
  - Displays are to remain in the library for the entire month.
  - Installation of your work should be done on the Thursday at 1:00 PM before your month of display and removal the last Thursday of your month respectively.
  - The Library may highlight your work on social media. (see note below)
  - For those wishing to extend their reach within the community the library MARKETING AND COMMUNICATIONS department have invited you to provide the following information electronically to them, two weeks in advance of your showing to: '[suttoncu@halifax.ca](mailto:suttoncu@halifax.ca)'.
- This information will allow them to post edited information about you and your exhibit on the 'ARTS EXHIBIT' page. Requirements are: your name, the month your work will be on display, type of medium (acrylic, oil, wood, ceramic etc.) Biography of the artist, digital images of your artwork and an optional statement 1-3 sentences long ( 75 - 125 words in length) about your art work. Any posters, invitations or media content should be supplied to the MARKETING AND COMMUNICATIONS department for approval by '[suttoncu@halifax.ca](mailto:suttoncu@halifax.ca)'.

