



## THE INSTITUTE LIBRARY

**The Upstairs Gallery at the Institute Library** is a not-for-profit exhibition space for visual art. We present mostly group exhibits of contemporary art relating to words, books, libraries, or collections in some way. We normally offer 4 shows a year, and many have an open-call element. We do not charge artists to exhibit in our space, but we do encourage exhibiting artists to become members. It supports what we do and keeps the library up and running. This is optional and will not affect inclusion into exhibits.

If you would like your work to be considered or have an idea for a show we are always interested. We welcome and review submissions and proposals on an on-going basis, please follow the instructions exactly. The Curator in Residence, Martha Willette Lewis, will periodically review portfolios by artists for possible inclusion in thematic group exhibitions. Any questions should be submitted by email to the Curator, please do not call the library with inquiries. We appreciate your patience!

Thank you for your interest in The Upstairs Gallery at the Institute Library!

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### **Submit your work:**

Please send an email to [gALLERY@INSTITUTELIBRARY.ORG](mailto:gALLERY@INSTITUTELIBRARY.ORG) with 'portfolio' in the subject line.

Include via attachment of one pdf\* with:

- Your contact information
- Website or web link to your work
- A short bio
- A short statement
- Up to five relevant work images

\*All materials must be put onto ONE SINGLE pdf in order to be reviewed.

### **Propose a show:**

Please send an email to [gALLERY@INSTITUTELIBRARY.ORG](mailto:gALLERY@INSTITUTELIBRARY.ORG) with 'exhibition proposal' in the subject line.

Include via attachment of one pdf\* with:

- Your contact information
- The curator's name
- The show's title
- A short statement about the show
- The names and websites or images of work from artists you wish to include (This can be provisional)
- A sketch if needed/desired
- Any other programming – exhibitions, panel talks, educational projects or events being considered
- A simple expense budget – how much will your project cost?