



Plano Public Library System

FAQs

Frequently Asked Questions

1. How many hours per week do I work in the 18st AIRSpace?

At least 10 hours each week during the month(s) you are the Artist in Residence. You are welcome to work more than 10 hours a week. The goal of the 18st AIRSpace is to reach a large audience. Hours in the AIRSpace need to be scheduled when the library is open to the public and in conjunction with Plano Independent School District's (PISD) schedule. During the school year your hours should be after school and evening hours. During the summer, winter break and spring break, daytime hours are preferred.

2. Will I be required to clock in/out during my 10 hours/week

Artists are required to sign in/out outside the Harrington Manager's office upon their arrival. Arrival times are based on the library's computer desktop clock.

3. What should I do if I cannot make it in to my shift on time? Or if I am sick?

Artists are required to contact the Harrington Library manager if they are out sick, late, or need a schedule adjustment.

4. How much is the artist's stipend?

The artist is paid a \$1,000 monthly stipend for working at least 10 hours each week and conducting two - 2 hour workshops during the month(s) you are the Artist in Residence.

5. How big is the AIRSpace?

The AIRSpace is approximately 15 x16 feet (240 square feet).

6. Will I be able to leave my easel out in the AIRSpace?

Yes. You may leave your easel out. Please keep in mind that the AIRSpace is not a secured area. The library is not liable.

7. How big is the secure storage?

You will have access to 2 storage units: a locking metal storage cabinet and a locking wooden storage cabinet both measuring at least: 36"W x 18" D x 72" H is available for the artist's use during the residency.

8. What furniture (tables, chairs) does the AIRSpace have?

The AIRSpace has one pneumatic table with casters (53" L x 29" W x 30-45" H) for the artist to work at. One adjustable height chair for the artist. One task floor lamp for the artist. Make and Takes will be done on kite tables surrounding the AIRSpace (29" L x 60" W x 30" H)

9. How much are the additional resources for supply costs?

There is a \$200 monthly allotment for the artist to purchase make and take / workshop supplies that are not part of the core supplies provided by the 18st AIRSpace.

10. What are the core supplies?

- The core supplies include:
- Crayola Broad Line Markers – 16 assorted colors
- Crayola Regular Size Crayons – 16 assorted colors
- Crayola Colored Pencils – 14 assorted colors
- #2 Pencils
- Pencil Sharpeners with Shavings Bin
- Electric Pencil Sharpener
- Pink Pearl Erasers
- 1-Hole Punch
- Scotch Tape
- Elmer's Washable All-Purpose School Glue Sticks
- 5 Inch Blunt-Tip Kids Scissors
- 7 inch Student Scissors
- Nylon Brushes – assorted sizes
- 6 inch Bone Folders
- Artist Trays - 10-1/2" x 15- x 1/2" – for supplies
- 2.5 Quart Plastic Buckets
- Heavyweight Construction Paper – assorted colors
- Drawing Paper, Standard Weight, 12 x 18 Inches
- Hardboard Panels 14"x18"

11. What is Make and Take?

Make and Take is a simple hands on activity done in the AIRSpace that reflects the style of the artist. Families and individuals should be able to do the Make and take with or without the artist. Please keep in mind that the activity should be simple and have step by step instructions to allow people can do the activity when you are not present.

12. How many people do the make and take?

100 people monthly. Many people enjoy doing the make and take more than once.

13. How do the workshops differ from the make and take?

The workshops provide participants with a more in depth experience and allow them to create something in the style of the artist.

14. How many people can participate in the workshops?

Each workshop can accommodate 50 people.

15. How long are the workshops?

Each workshop lasts two hours. People should be able to complete the project in the allotted time. The workshops are not come and go.

16. Where are the AIRSpace workshops held?

Workshops will be in the Harrington Library program room, not in the AIRSpace. The program room is approximately 40x37 feet.

17. Will parents be accompanying kids?

Yes. We encourage family friendly workshops.

18. How many tables are available for the workshops in the program room? What are the table dimensions?

- 15 tables – 2 feet x 5 feet
- 8 tables – 3 inches x 63 inches
- Not all tables can be used simultaneously.

19. Do I need to cover the tables? What do I cover the tables with?

Depending on your workshop activity, tables may need to be covered with a material that would prevent damage to the tables.

20. Is there counter top space available in addition to the tables?

The AIRSpace and the program room do not have counters.

21. Will I have access to a sink with running water?

The Harrington Library program room, where the workshops will be held, has a sink with running water. The AIRSpace does not have a sink.

22. Will I need to set up bucket cleaning stations ahead of the workshop?

If you are doing an activity that requires multiple people using water, such as cleaning paint brushes, it is recommended that you set up bucket cleaning stations ahead of time.

23. Will I have a computer and projector to show images?

Yes. You will have access to a computer and projector in the Harrington Library program room.

24. Is there gallery space available for the 18st AIRSpace artist?

The gallery wall display space is 24 feet L x 5 feet H and uses a Walker Display System for hanging art. For displays directly around the 18st AIRSpace there are six fabric panels measuring 7 feet x 30 inches available with a hanging system and two pedestal cases (15 inches x 15 inches x 16 inches) and one pedestal case (15 inches x 15 inches x 20 inches). The library is not liable. Separate forms are required for exhibiting your artwork.

25. Am I allowed to sell my artwork?

In accordance with the library's [exhibit policy](#) you are not permitted to sell your artwork in the library, display prices on your artwork, or post "for sale" signs. The 18st AIRSpace will place a poster next to your artwork with your bio, name, phone, email, and website contact information.

26. Does the library have a code of conduct?

All artists must follow the library's [code of conduct](#).

27. When is the application deadline?

Application deadlines can be found at planilibrary.org > Visit > 18st AIRSpace.

28. Will I be able to have a table with snacks and drinks during the artist talk/show?

Please keep in mind that the AIRSpace is family oriented and children do not sit still for long periods of time. Workshops should be hands-on and not lecture based.

29. As a resident artist, do I get access to a free library card or free access to internet/WiFi?

All artists can register to get a Plano library card.

A library card is required to check out materials, use a computer, and access online resources. Cards are free for Plano residents and residents of the following reciprocal cities: Allen, Frisco, Garland, McKinney, Richardson, The Colony, and Wylie. Residents of all other cities are required to pay \$50 for an annual [nonresident card](#).

For those artists who only want access to WiFi, a MiFi/hotspot can be loaned to them during their 10 hours/week or during their workshops. MiFi's must be signed out by a supervisor/librarian each shift it is requested and must be returned to supervisor/librarian before the artist's shift has ended.