

## **Art Exhibits in the Library**

Policy Number: **OP-20**

Initial Policy Approval Date: **Nov. 2019**

Last Review/Revision Date: **2024**

Year of Next Review: **2027**

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Through its collections, the library provides access to a wide range of expressions of imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. The library also does this by providing space in the atrium to local community artists and artisans for the display of their work. This exhibit space enables library visitors to participate in the creative life of their community, and provides community artists with a venue for exhibiting their work locally.

This policy applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises.

### **Section 1: Scope**

1. The library welcomes applications from individuals and from community organizations and groups seeking to display artwork on Library property.
2. Preference will be given to exhibitors who live or work in the City of Port Colborne.

### **Section 2: Art Committee**

1. The Library strives to create a welcoming environment for visitors of diverse ages and backgrounds. The library retains the right to determine the suitability of any proposed exhibit for display on its premises and has final authority over the review, selection, and arrangement of all public exhibitions on its premises.
2. The library will establish an Art Committee to review and select work for exhibit in accordance with this policy. The Art Committee will be appointed by the library board.
3. The Art Committee will liaise with the exhibitor to confirm terms and conditions as outlined in this policy.
4. The Art Committee will ensure that space will be provided in the library for exhibits that:

- a) are responsive to the diverse interests of the community
  - b) are compatible with Port Colborne Public Library's vision, mission and values
  - c) are appropriate to the library environment
  - d) are not in contravention of federal or provincial laws and regulations, or municipal by-laws
  - e) do not contain advertisements or solicitations for recruitment, business, or fund-raising
5. The Library reserves the right to reject any part of an exhibit or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users. The library may require the removal of any item during the period of the exhibit.
6. In the event that the whole or any part of an exhibit is rejected by the library, a request to reconsider may be submitted to the Chief Executive Officer (CEO)..

### **Section 3: Terms and Conditions**

1. Applications to exhibit in library premises must be made in writing. In every case, the library and the exhibitor, or the exhibiting group's representative, will sign a formal written contract that will detail the rights and responsibilities of each party. See Appendix 1..
2. Artwork will be delivered framed and ready to be hung in a manner compatible with the hanging system at the library.
3. Exhibits may be displayed for the long or short term; however, the standard time for exhibitions is two (2) months.
4. Exhibits are unsupervised and are accessible to the public throughout library open hours, except when the space is required for library purposes.
5. All artwork will be handled with care but **exhibitors are responsible for their own insurance and release the Library and the Corporation of the City of Port Colborne from any responsibility for exhibited items.**
6. The library may publicize the event but the artist is also free to provide additional coverage.

7. Once the work is hung, it should not be moved except for its protection. The committee must be notified if any work is moved, changed, or removed from the library.
8. All art may be sold if the exhibitor so wishes, and a catalogue of works and prices will be made available to the public.
9. The library will receive a commission of 10% on the sale of all art work.
10. The exhibitor must provide:
  - a) standard information on each work available to the public either in printed form or on cards that will not deface the wall or the artwork
  - b) two (2) posters of at least legal size to be placed in the library
  - c) a list of works with standard information on each work and prices if necessary
  - d) dates and times for delivery and removal of work



# Port Colborne Public Library

## Art Exhibit Agreement and Release Form

Attached: OP-20: Art Exhibit Policy

### Exhibitor Contact Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates of Exhibit: \_\_\_\_\_ to \_\_\_\_\_

Installation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Items: \_\_\_\_\_

### General Description of Items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inventory of Works Submitted: \_\_\_\_\_ (initial of artist)

Sale of works:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Port Colborne Public Library

I, the undersigned, accept the terms and conditions of the Port Colborne Public Library **Atrium Art Exhibit Policy**. I further agree to indemnify and save harmless the Corporation of the City of Port Colborne and the Port Colborne Public Library Board and all persons for whom they are legally responsible from any and all liabilities, damages, costs, claims, suits or actions that might arise as a result of displaying my artwork or other items at the Port Colborne Public Library's premises. I agree to assume all responsibility for my artworks or other items while on display at the Library. I understand that the Library cannot guarantee against theft or damage to my property during library hours, nor can it guarantee that the building will not be unlawfully entered when it is closed. I further acknowledge that I have received a copy of the **Atrium Art Exhibit Policy** stipulating regulations governing the use of exhibit and display space at the Port Colborne Public Library, and declare that I have read and understood the policy and regulations therein and agree to fully abide by and comply with them.

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*Exhibitor Signature*

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*Date*