



Use of Library Space for Art Exhibits Policy

Board Approval: June 26, 2018

Revised:

Implemented: July 30, 2018

Replaces:

1.0 INTRODUCTION

The purpose of this policy is to establish the conditions and context within which Colchester-East Hants Public Library provides space for art exhibits by local community artists and artisans.

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 to local community artists and artisans for the display of their work. This free exhibit space enables Library visitors to participate in the creative life of their community, and presents community artists and artisans with a valued avenue for exhibiting their work locally.

The Library is pleased to provide free space for art and artisan exhibits which reflect the diverse cultural interests of the community and which foster community and individual expression.

2.0 APPLICATION

This policy applies to Libraries within the Colchester-East Hants Public Library (CEH) that have the space and resources to showcase art and artisan exhibits. This Policy applies to individuals and groups who have an interest in displaying works in a Library within CEH.

This policy does not apply to art and artisan donations or permanent displays.

3.0 REQUIREMENTS / STANDARDS

3.1 Selection Process for Exhibitors

3.1.1 Artists are required to complete the **Library Art Exhibit Application Form** (see Appendix A of this Policy for the standard template) to be considered for an exhibit.

3.1.2 Applications will be processed as they are received.

- 3.1.3 Preference will be given to artists working and living within Colchester-East Hants, with scheduling priority given to artists who have not previously presented an exhibit.
- 3.1.4 The Library reserves the right to limit the number of exhibits per artist per year.
- 3.1.5 The Library will provide space for exhibits based on the following selection criteria:
- The work must be original and free of copyright infringement;
 - The work must be consistent with the Library's vision and policies;
 - The work must be suitable in scale, material, and content for the Library environment; and
 - The work must not be primarily advertisements or solicitations.
- 3.1.6 The Library reserves the right to decline any exhibit application.
- 3.1.7 Exhibits will be approved by the Branch Manager, in consultation with the Executive Director and Chief Librarian as needed. While the Library thanks everyone interested, only artists whose works are chosen for an exhibit will be contacted.
- 3.1.8 Artists who accept an offer to exhibit their work are required to sign a **Library Art Exhibition Agreement** (see Appendix B of this Policy for a standard template). The term of the exhibit will be determined in the **Library Art Exhibition Agreement** between the artist and the Library.
- 3.1.9 Artists who accept an offer to exhibit their work are required to fill out a **List of Works Form** (see Appendix C of this Policy for a standard template).

3.2 Exhibition Space

- 3.2.1 The Library will provide free exhibit space to artists and artisans. The Library will not charge the public for exhibits.
- 3.2.2 Exhibits are open to the public only during Library open hours.
- 3.2.3 The views and opinions expressed in the works exhibited belong solely to the artist and do not necessarily reflect those of the Library or CEH.
- 3.2.4 Library sponsored or co-sponsored exhibits take precedence over outside exhibits at all times and the Library reserves the right to cancel an exhibit and/or change the manner in which an exhibition is displayed, if the Library decides the space is needed for library purposes.
- 3.2.5 The Library will provide an art hanging system. No additional hooks, nails, or other fasteners may be attached to the walls of the Library.
- 3.2.6 The artist will ensure their works are ready for display, with two-dimensional works having wires for hanging, and if necessary, proper framing.
- 3.2.7 The Library will provide the artist with white sticky tack to display information on the wall about the artist or work. The artist will avoid the use of tape on Library walls.
- 3.2.8 Prices for works cannot be listed on labels/signs. Artists wishing to sell their works may provide their contact information so that interested buyers can contact them directly.

3.2.9 The artist is solely responsible for matters relating to the selling of his or her works. Library staff will not participate in any commercial activities relating to the sale of exhibited works.

3.2.10 The Library will not provide security for works.

3.3 Installation and Dismantling

3.3.1 Installation and dismantling of the exhibit will be scheduled by the Branch Manager, in consultation with the artist.

3.3.2 The artist is solely responsible for the installation and dismantling of his or her works. Library staff are not responsible for any aspect of the installation or dismantling.

3.3.3 The artist is solely responsible for the transportation of works to and from the Library.

3.3.4 The Library does not provide storage space for works.

3.3.5 The artist must leave the exhibit space in the same condition in which it was found. The artist will be responsible for damages to the building or equipment.

3.3.6 If an exhibit is not removed as scheduled by the artist and the Library must dismantle it, then the Library is not responsible for any damage to the works.

3.4 Publicity and Promotion

3.4.1. The Branch Manager and the artist must approve in advance any promotional material for the exhibit.

3.4.2 Special events and/or an exhibit opening must be arranged in advance with the Branch Manager and must take place during library open hours.

3.4.3 Library staff is not required to provide tours of exhibited works.

3.6 Insurance

3.6.1 The Library does not provide insurance for works exhibited at the Library. Artists must arrange for their own insurance or exhibit at his or her own risk.

3.6.2 The Library accepts no responsibility for lost, damaged or stolen works.

4.0 ACCOUNTABILITY

The Branch Manager in each location is responsible for art exhibits in their respective Library.