



SUBJECT: Art Display Policy

Policy No: 2016-20

Date: October 17, 2016

Revision Date: October 2020

Number of Pages: 7

PURPOSE:

To establish the conditions and context within which Innisfil Public Library provides space for temporary art exhibits by local community artists.

POLICY:

Underlying Principles

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

The Library has related policies that govern the rental of its meeting rooms as well as the display and distribution of community information to the public.

Application

This policy applies to:

- Art exhibits that are offered for temporary display in designated areas on Library premises by individuals, municipal/library employees, community organizations, or groups;
- Library-initiated exhibits that are developed by the Library for specific purposes;
- Events/programs sponsored by the Library or delivered in partnership with the Library on site or off site.

Guidelines

The Library offers space for art exhibits that reflect the diverse cultural interests of the Municipality and its neighbourhoods and that:

- Foster community and individual expression;

- Respond to the diverse interests of the community;
- Are compatible with Innisfil Public Library's vision, mission and values;
- Are appropriate to the Library/Civic environment;
- Comply with federal or provincial laws and regulations, or municipal by-laws;
- Contain no advertisements or solicitations for recruitment, business or fund-raising.

Application Process

The Library welcomes applications from individuals, municipal employees and from community organizations or groups seeking to display artwork on Library property. Applications to exhibit on Library premises shall be made in writing. In every case, the Library and the exhibitor or the exhibiting group's representative will sign a formal written contract which will detail the rights and responsibilities of each party.

Exhibit Space, Art Selection and Display

This policy includes exhibits which are free-standing, placed in cabinets or display windows, attached to Library walls, shelf-ends, bulletin boards or general wall-space, or attached to exhibit panels owned by the Library or provided by the Exhibitor.

All exhibits must be presented appropriately for public display and according to the requirements of the Library as described in the policy and the procedures of the branch where the exhibit is placed.

Special consideration will be given to exhibitors who are members of the local organizations that support arts, culture, local history preservation and heritage, and those who live or work in the Town of Innisfil.

The process for review and selection of work for an exhibit, and the allocation of space will vary from location-to-location. The Library's preferred approach is to work collaboratively with the local arts councils, local arts groups or professional artists to review and select work for exhibit in accordance with this policy.

Exhibit space in branches is offered subject to availability, and taking into account the Library's own needs, especially the necessity to maintain all usual Library functions and operations throughout the period of the exhibit. The Library reserves the right to exhibit the works of more than one artist at the same time.

Exhibits are unsupervised and are accessible to the public throughout Library open hours and when the Library is open for special events outside of posted hours. Exhibits may not be accessible to the public when the space is required for Library purposes. Should a ladder be required for installation or removal of the display, the Artist must adhere to the Library's Ladder Safety Guidelines. Artists installing art works that need to be hung at or above ten feet are required to produce the applicable certification for working at heights prior to installation. All works of art will be installed under the supervision of Library Staff.

Insurance

The Library does not bear responsibility for theft or damage of temporary exhibits. Insurance is the personal responsibility of the exhibitor. An exemption could be considered provided that the artist submits a current appraisal from a recognized professional appraiser.

Library Right of Refusal

The Library strives to create a welcoming environment for visitors of diverse ages and background. The Library retains the right to determine the suitability of any proposed exhibit for display in its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises.

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.

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 Librarian's Office.

Sale of Work(s)

The Library will not act as an agent with respect to the sale of any work by the artist(s).

Related Policies & Procedures:

- *Room Rental Policy*
- *Community Information & Display Policy*

Approved by the Innisfil Public Library Board, October 17, 2016

Motion Number: 2016.84

Supersedes Policy#2011-11, approved May 16, 2011, Motion #2011.35; &

Policy #2008-15, approved October 20, 2008, Motion #2008.61; &

Policy #2005-11, approved December 12, 2005, Motion #2005.60.



ART DISPLAY APPLICATION

Date of Application: _____

Name of Artist or Group:

Contact Person/Applicant: _____

Address: _____

Telephone: _____

Mobile: _____

Email: _____

Preferred Date(s) of Exhibit: _____

Your complete application includes:

- A list of the artworks to be displayed, including the actual dimensions
- Photographs of the original artwork proposed
- A curriculum vitae of the artist(s) and any relevant reviews

The Library does not bear responsibility for theft or damage of exhibits. Insurance is the personal responsibility of the exhibitor.

All applicants are advised to read the Library's Art Display Policy which can be found at <http://www.innisfil.library.on.ca/content/policies> prior to submitting an application.



Appendix 2 – Art Inventory

The artwork of _____ will be on
exhibit from _____ to _____
at the _____ branch of the Innisfil Public Library

Please provide a description of each item and its dimensions

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Artist's signature _____

Date: _____

Approved by: _____

Library Staff



Innisfil Public Library
ART DISPLAY AGREEMENT & WAIVER OF LIABILITY

An Agreement between Innisfil Public Library and

to establish the Terms and Conditions for the display of original art in the

Branch of Innisfil Public Library.

Artists are responsible for installing the exhibit, as identified in the Art Inventory, under the supervision of Library Staff, at _____ on _____, 20__.
(Time) (Date)

Should a ladder be required for installation or removal of the display, the Artist must adhere to the Library's Ladder Safety Guidelines. Artists installing art works that need to be hung at or above ten feet are required to produce the applicable certification for working at heights prior to installation.

The Artist will remove the exhibit on _____, 20__ between the
(Date)
hours of _____ and _____.

Exhibits not dismantled within the agreed upon display period will be removed by the Library without any liability or assumption of risk by the Library. All works unclaimed within three months shall become the property of the Library.

Artists must leave the exhibit area in the same condition as found.

The Library will not act as an agent with respect to the sale of any work by the Artist(s). Works may not have a price affixed to them, but the Artist(s) may provide contact information.

The Artist agrees to abide by the Library's Art Display Policy # 2016- 20, and any or all legislated requirements such as those required under the *Ontario Health and Safety Act*.

The exhibitor agrees that their works may be photographed for the:

- Promotion of exhibit on library website or literature,
- Promotion of exhibit in local newspapers,
- Public for their general enjoyment.

The Library does not bear responsibility for theft or damage of exhibits. Insurance is the personal responsibility of the Artist.



INNISFIL PUBLIC LIBRARY ART DISPLAY AGREEMENT & WAIVER OF LIABILITY

By signing below, I/We accept the Terms and Conditions as described in the Art Display Agreement;

I/We further agree to indemnify fully and save harmless the Town of Innisfil, including the Innisfil Public Library Board, their officers, agents, officials, and employees, from any and all actions, suits, claims, and demands whatsoever, and from all losses, costs, charges, damages, and expenses, including legal costs on a substantial indemnity basis and disbursements, which may be made by any party against the Town of Innisfil, including the Innisfil Public Library Board, or which may be incurred, sustained or paid by the Town of Innisfil, including the Town of Innisfil Public Library Board, in consequence of my acts or omissions in the course of installing or dismantling my art display at an Innisfil Public Library facility, or otherwise arising from my use of the space at a Library facility to display my artwork.

I/We further agree to release, waive and forever discharge the Town of Innisfil, including the Innisfil Public Library Board, from all actions, claims, demands, debts, costs or liabilities whatsoever with regard to any and all damages that may be caused to my art display for so long as my art display is exhibited at a facility of the Innisfil Public Library, including any periods of storage at a Library facility when my art display is not on public display, howsoever such damage was caused and from any injuries that I may sustain in the course of installing or dismantling my art display at the Innisfil Public Library.

Name of Applicant (Print) _____

Signature of Applicant: _____ Date: _____