

POLICY 4.7.2.1

**BIBLIOTHÈQUE PUBLIQUE DU CANTON DE RUSSELL
TOWNSHIP OF RUSSELL PUBLIC LIBRARY**



Type of policy : Operational policy
Title of policy : Art in the Library Policy
Policy number : 4.7.2.1
Approval date : June, 2017
**Dates of modifications
and revisions:**
Next revision: 2021

A. STATEMENT OF PURPOSE

As an open public community space, the Library endeavours to provide art exhibit space to enrich the lives and environment of residents and visitors and to feature and promote the works of local and regional artists.

B. GUIDELINES

1. Art exhibits will be organized by the Head of Communications, Programs and Community Engagement in cooperation with branch heads.
2. Artists will exhibit only in the areas identified by the Library.
3. The Library will initiate the first contact with the artists and manage the calendar of exhibits.
4. Interested artists may however contact the Library if they wish to exhibit their works.
5. There will be no obligation to have a continuous schedule of exhibits and the duration of each exhibit will be flexible.
6. Priority will be given to local and regional artists but special exhibits involving artists of note who reside outside of the area may be considered.
7. The Library will ensure quality and appropriateness of exhibits. Works must be appropriate for a general audience and suitable to the available space.
8. There will be no fees charged to exhibitors for the use of the display space.
9. There will be no fees charged to visitors of the exhibit.
10. No works shall be sold through the Library. Prices may be provided on a list but not directly on the work. Artists may however leave business cards and contact information for potential buyers.
11. The Library will take no commission of sales. No work can be donated to the Library without consent from the artist for its possible sale in the future. The decision as to the future of any donated piece rests with the Library Board.
12. Works will only be exhibited in areas equipped with a hanging system installed by the Library. The Library will also provide the hanging supplies.
13. Artists will be responsible for the set up and take down of their exhibit at an agreed upon date and time. Any display or exhibit not dismantled in the time frame agreed upon may be removed without any assumption of risk by the Library.
14. Exhibitors will be responsible for making sure they follow Health and Safety requirements during the set up and dismantling of their exhibit.
15. Artists will provide accompanying documentation (biography, business cards, etc).
16. The Library will assist in the promotion of exhibits as staff resources allow and at the Library's discretion.
17. The Library, the Municipality of the Township of Russell and library staff are not responsible for any damage, theft, etc. regarding the work displayed. Artists will be made to understand that there is no special security on their collections and encouraged to assume any required insurance coverage.
18. Before an exhibit begins, artists must read and sign a letter of agreement with the Library to accept the terms and conditions of the exhibit.
19. Any issues of disagreement regarding art exhibits will be brought to the attention of the Library CEO immediately.

C. REFERENCES

Programming Policy (Policy 4.7.2)