

Section of Manual Gravenhurst Public Library	Effective Date
Subject Exhibit in the Library	Policy No. 37

## **POLICY**

To enhance the visual appeal of the Library and at the same time increase public awareness of local artists/exhibitors.

## **PURPOSE**

To provide guidelines for exhibits not owned by the Library Board on Library premises.

## **PROCEDURE**

- Reviewing and selecting the exhibit to be displayed shall be the responsibility of a member of the Library Board and a consultant from the community utilizing the criteria below. The Library Board shall approve the selection of the exhibit prior to its display.
- Artists/exhibitors shall be welcomed and made to feel that their exhibit is an important addition to the Library.
- Staff shall be responsible for: 1) creating poster(s) for the front door 2) advertising the exhibit in the newspapers – in the Library Links column and/or the Town page 3) adding pictures of the different exhibits to the Library's scrapbook.
- Additional information regarding the artist/exhibitor shall be kept at the front desk if provided by the artist/exhibitor
- When the artist/exhibitor removes the exhibit from the Library, he/she should receive a timely recognition of appreciation from the Library Board Chair/designate.
- Exhibits in the Library are for display only and not for sale.
- Work of the artist/exhibitor will be displayed to a maximum of four (4) months in the Library.
- Placement of the exhibit shall be at the discretion of the member of the Library Board and the consultant from the community.
- Artists/exhibitors are responsible for insuring their work against damage or theft and must sign a waiver relieving the Library of responsibility in these events.
- The Artist/exhibitor is responsible for the delivery and the removal of the exhibit after hours at the completion of the exhibit.
- The placing of the exhibit is the joint responsibility of the artist, the Library Board member and the consultant.

- The attached contract shall be signed by the Chair of the Library Board and the artist/exhibitor after approval by the Library Board and prior to the placing of the exhibit in the Gravenhurst Public Library.

Criteria guidelines for selecting the exhibit to be hung in the Library:

- Suitable space is available for the exhibit
- The exhibit is of appropriate size
- The exhibit does not promote a private or corporate business for commercial profit
- The exhibit does not promote unlawful practices
- The exhibit is not contrary to policies, regulations and procedures of the Gravenhurst Public Library
- The exhibit is not partisan, political or sectarian
- The Library Board reserves the right to judge the importance and suitability of the exhibit. An exhibit may be refused if it is deemed to be unsuitable

**Exhibit in the Library**

A contract between the Gravenhurst Public Library Board and the artist/exhibitor, \_\_\_\_\_ whose work will be displayed at the Gravenhurst Public Library, from \_\_\_\_\_ to \_\_\_\_\_, for the enjoyment of the public for the agreed upon period of time. The following list details the title and value of each item in the display.

- |     |     |
|-----|-----|
| 1.  | 11. |
| 2.  | 12. |
| 3.  | 13. |
| 4.  | 14. |
| 5.  | 15. |
| 6.  | 16. |
| 7.  | 17. |
| 8.  | 18. |
| 9.  | 19. |
| 10. | 20. |

I, \_\_\_\_\_(name of artist/exhibitor), have placed the above-mentioned items on display in the Gravenhurst Public Library on \_\_\_\_\_(date). Any pre-existing damage to these works is noted below.

\_\_\_\_\_  
Signature of Artist

\_\_\_\_\_  
Signature of Library Board Chair

I, \_\_\_\_\_(name of artist,exhibitor), have picked up \_\_\_\_\_items from the Gravenhurst Public Library, on \_\_\_\_\_(date). Any new damage to these works is noted below.

\_\_\_\_\_  
Signature of Artist

\_\_\_\_\_  
Signature of Library Board Chair