

Approved: February 16, 2016

Policy Type: Operational

Last Review/Revision:

Policy Title: Art Display Policy

Year of Next Review: 2018

Intent

The Renfrew Public Library welcomes local artists to exhibit their work in the Library. The Library supports the display of art which:

- Enhances the visual appeal of the Library for the community by creating a cheerful and beautiful place to visit.
- Encourages the local artistic community by providing a space to display their creative works.
- Encourages creativity and exploration in the visual arts in youth by providing a venue to display their works.
- Attracts new visitors to the Library.
- Fosters the diverse interests of the community.
- Does not contain advertisements or solicitations.

Procedural Guidelines

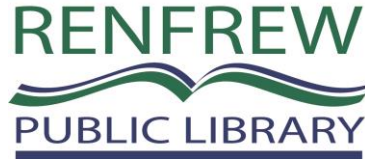
1. Designated Library Staff members will:
 - Review of the work of those artists who wish to display their work.
 - Set the schedules.
 - Ensure the artist has filled out the application form and signed the Waiver of Liability
2. Displays will typically be two (2) months for adult works and one (1) month for youth, but timings may vary due to demand. If works are not picked up by the artist within 48 hours of the agreed upon end date, a \$5/day storage fee per piece will be charged to the artist.

3. Special consideration is given to local artists and artisans.
4. Artists wishing to display must submit an application. If accepted the artist will be notified by telephone or email of the dates of his/her exhibit, and the dates and times of hanging, reception, and takedown.
5. All wall hanging works must arrive ready for installation. Artists are required to use the Library's in-house hanging system or any available open shelves or spaces indicated by the designated staff person.
6. Artists are responsible for hanging their work under the direction of library staff during agreed scheduled times. Library staff will have final say on location.
7. The Renfrew Public Library will not act as agents for exhibitors.
8. Artists wishing to display material in the Library will be required to sign a 'Waiver of Liability' form assuming full responsibility for their displayed materials and releasing the Library from any liability.
9. Renfrew Public Library assumes no responsibility for loss, theft of, or damage of works while on Library premises.
10. Artists will be held responsible for any damage caused by the display of exhibits/works.
11. Art works may be promoted by the Library using these resources:
 - The Library's webpage & social media tools.
 - Posters
 - A blurb in the local paper
12. Displays may not be accepted for the following reasons:
 - Lack of suitable, safe display space on the Library premises
 - Object promotes a private or corporate business
 - Display is contrary to the policies and procedures of the Renfrew Public Library Board

Appendix A: Renfrew Public Library Artist Application Form

ART DISPLAY POLICY

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Renfrew Public Library Artist Application Form

Name of artist: _____

Mailing address: _____

Town: _____ Postal code: _____

Phone numbers: (Day) _____ (Evening) _____ (Cell) _____

E-mail address: _____

Name of exhibit: _____

Artistic medium: _____

Number of pieces in exhibit: _____

Preferred month for show: _____ (Each artist is given 3 to 4 weeks to display his/her work; the Library will consult with the artist to determine opening and closing dates.)

GUIDELINES

The following is a list of responsibilities to be assumed by the Renfrew Public Library and the participating artists:

The RENFREW PUBLIC LIBRARY will offer:

- The opportunity to display works in the Library, on the wall-hanging system provided or available open shelves.

- Limited materials for hanging, (i.e. ladder, art hanging devices), so artists must supply their own if more specific items are required.
- The Renfrew Public Library cannot insure against theft or vandalism of art works, and strongly advises that all artwork be insured by the artist.
- The artist must sign the waiver below.
- Selection of art works for exhibition is subject to approval by the Renfrew Public Library. Art works must be suitable for all public audiences including children.

The ARTIST will be responsible for:

- Framing, cleaning, and otherwise preparing works for exhibit.
- Delivering and picking up art works during regular library hours after days have been decided upon with Library Staff. ***If works are NOT picked up within 48 hours of agreed upon end date, a \$5/day storage fee per piece will be charged to the artist.**
- Artist may assist in the hanging of the works, but staff has final say on location.
- Discussing the limitations of our hanging system (tracks, hooks, weight) with Library Staff.
- Displaying his/her contact details within the exhibit in order for patrons to reach the artist if interested in purchasing pieces (if they are for sale) or contacting the artist. (Library staff will **not** handle the exchange of money for exhibited works.)

The ARTIST may also wish to display:

- A poster to introduce the artist and the show
- The artist's CV /Bio/Statement
- Business cards
- Price list (if works are for sale)

**Please note that space is limited and Library staff has final say on what can be accommodated*

ART DISPLAY POLICY

Appendix A: Renfrew Public Library Artist Application Form (Continued)

Waiver of Liability

This waiver of liability between the Renfrew Public Library and the Artist waives any liability on the part of the Renfrew Public Library or its employees with regard to a public exhibition by the Artist of his/her works of art (“Works”) to be held at the Renfrew Public library.

It is hereby understood by the Artist that the only intention of the Renfrew Public Library is to provide a venue for the exhibition of the Works during the above period and that the Renfrew Public Library can accept no responsibility or liability for the Artists or the Works.

The Artist hereby agrees to hold harmless the Renfrew Public Library and/or its employees and volunteers from any liability for the Artist of the Works, including but not restricted to, damage to or theft of the Works.

Signature of artist _____ Date _____

Print name _____

Thank you for your interest in exhibiting at the Renfrew Public Library.

We love being able to support local artists!