

Section	Services	Section#:	4.0
Sub-section	Programming	Sub-section #:	4.8
Topic	Art Display Policy	Policy :	4.8.4

Policy

The Selwyn Public Library recognizes the value of local artists to the community and supports local individuals and art organizations through the provision of display space at the Bridgenorth Library when possible. This space enables library visitors to participate in the creative life of their community.

The Library welcomes applications from individuals, community organizations and groups seeking to display hanging artwork at the Bridgenorth location of the Selwyn Public Library. Due to space availability, three-dimensional artwork will not be accepted.

Exhibit space is offered subject to availability, and the Library reserves the right to schedule exhibits in a way that maintains all library functions and operations.

Exhibits are unsupervised and are accessible to the public during the Bridgenorth Library open hours, except when the space is required for library purposes.

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

The Library reserves the right to reject or remove any works of art which are deemed unsuitable for library public viewing, and to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users.

The Selwyn Public Library will not act as agents for exhibitors but will display the exhibitor's name and telephone number for prospective purchasers. If a sale is made, the Library would appreciate a donation from the artist.

Scope

The Selwyn Public Library provides space at the Bridgenorth Library for exhibits that are responsive to the diverse interests of the community, and that foster community and individual expression, within the context of the Library's vision, mission and values. Exhibits must not be in contravention of federal or provincial laws and regulations, or municipal by-laws. Additionally, exhibits cannot contain advertisements or solicitations for recruitment, business or fundraising.

Procedures

General Guidelines

Submissions are preferentially accepted from January 15 to March 30th, and will be reviewed at the end of April. Submissions received after March 30th will be considered based on the availability of space.

To have their work considered for display at the library, artists must submit a completed Selwyn Public Library Art Display Application to the library staff contact. The completed application must include sample images of the pieces intended for display. Applications will be reviewed and approved by two Selwyn Public Library Board designates and a staff representative of the Selwyn Public Library.

Exhibits will be on display for a minimum period of three weeks. Works cannot be removed prior to the date that has been agreed upon.

Wall hanging works must arrive framed, wired and ready for installation. Complete identification, name, title, address and phone number of the artist should appear on, or be attached to, the back of each work of art for the duration of the exhibit.

Use of Library Space

It is the responsibility of the individual or group to install and remove artwork on the pre-arranged dates and times under the direction of a Selwyn Public Library staff member.

The Library will supply the necessary wall hanging equipment (hangers, hooks, stepladder).

The Bridgenorth location of the Selwyn Public Library has a variety of wall space available for hanging works of art. The number of works that can be hung is dependent on the size of the framed work. The preferred location for hanging works is the feature display wall, with the other library walls being the secondary choice.

Feature Display Wall

- can accommodate up to 12 hanging works depending on size and configuration

North Wall

- can accommodate 6 hanging works
 - 2 spaces up to 34" wide
 - 4 spaces up to 18" wide

East Wall

- can accommodate up to 12-13 hanging works depending on size and configuration
 - 6 spaces up to 34" wide
 - 5 spaces up to 18" wide
 - one space that can fit either two works of 18" or one larger work

Tops of Bookcases

- a number of works can also be displayed on the tops of bookshelves using stands in the nonfiction area and the top of the magazine display; however, it is preferred that the wall hanging display areas be used

Insurance/Liability

The exhibiting artist is required to sign a waiver releasing the Selwyn Public Library and The Township of Selwyn from any liability. The Selwyn Public Library and The Township of Selwyn assume no responsibility for loss, theft or damage of exhibits while on library premises. Exhibitors are strongly encouraged to carry their own insurance coverage.

Promotion

Two weeks prior to the exhibit installation, the Library requires a short artist's bio and a minimum of 2 sample images (in .jpeg format) to be used in the creation of posters for in-library promotion. This can be sent by email to the Selwyn Public Library staff contact.

Exhibitions will be promoted using the following resources:

- The Selwyn Public Library e-newsletter
- In-library posters
- The Selwyn Public Library Facebook and Twitter page
- The Selwyn Public Library website or
- Other cultural organizations

Artists are welcome to arrange additional advertising for the exhibition, at their own discretion. Additional advertising costs will be the responsibility of the exhibitor.

History:			
Date of Original Board Motion:	June 23, 2015	Motion #	2015.55
Date of Amendments: (if any)			2017.34
Date of Next Review	June 2020		
Attachments			