

Brockville Public Library

Policy Type: Operational

Policy Number: **12 - 6**

Policy Title: Facility:
Display Space (The Galleries)

Approval Date: June 23, 2014

Review Date: May 29, 2017

Display Space (The Galleries)

General Policy

As a cultural community facility in the City of Brockville, Brockville Public library invites artisans to display their creative works.

Guidelines

1. The Library offers free designated exhibit space on walls and in cabinets for displays that is:
 - a. responsive to the diverse interests of the community
 - b. compatible with BPL's vision, mission and values
 - c. appropriate for the Library environment
 - d. in compliance with federal or provincial laws and regulations and municipal by-laws
 - e. not advertisements or solicitations for recruitment, politics, religion or fundraising.
2. Gallery space must be reserved in advance by completing an Exhibition Agreement. See Appendix F. (also available at the Library and on the website).
3. The Library selects the appropriate display space for each artist.
4. The Library reserves the right to approve items prior to the date of display.
5. Designated Library staff are responsible for the set-up and takedown of the displays.
2. Insurance for loss and damage is the responsibility of the exhibitor. Artists are required to sign the Exhibition Agreement. See Appendix F.
7. The Brockville Public Library will post exhibit information on the Library website and through social media. The Library will provide in-library space for the artist's promotional resources. An opening reception may be arranged. Event insurance may be required. All other publicity requirements are the responsibility of the artist.

8. The Library will not be involved in the sale of displayed artwork but requests a donation for sales representing 10% (as a guideline) of the sale price paid to the artist. The artist will receive an official tax receipt for the donation. The artist should include contact information and a price list with their promotional materials.

Board Motion Number 020-2014 Date: June 23, 2014
 014-2017 May 29, 2017

Signature of Chairman _____

*Sources: London Public Library
 Barrie Public Library
 Vancouver Public Library*

Brockville Public Library

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Appendix F

Approval Date: May 26, 2014

Review Date: May 29, 2017

EXHIBITION AGREEMENT

THIS AGREEMENT (this “**Agreement**”) made

BETWEEN:

(the “**Artist(s)**”)

AND:

(the “**Library**”)

1. Loan and Exhibition of Artistic Works

- a. The Artists agrees to lend artworks to the Library for the purposes of exhibition and Library agrees to exhibit those artworks, referred to as “**artworks**” and/or “**loaned artwork(s)**”.
- b. The Artists assure that they are the creator and exclusive owner of the artworks - exhibit paintings, drawings, maps, charts, plans, photographs, engravings, sculptures, works of artistic craftsmanship, architectural works, digital files and compilations of artistic works and all Intellectual Property Rights therein.
- c. For group showings, one person must be designated as the contact person and provide a phone number.
- d. An inventory and/or photograph of each loaned artwork may be attached to each copy of this Agreement for reference purposes.
- e. The exhibition of the loaned artworks will be open to the public during the regular business hours the Brockville Public Library is open to the public.

2. Fees

- a. There is no fee charged to artists for exhibitions. The Library requests a donation for sales representing 10% (as a guideline) of the sale price paid to the artist.

- b. A facility fee will be charged and insurance required for receptions taking place during, or, outside of standard Library operating hours according to the Library facility use fee schedule.

3. Insurance and Risk of Loss

- a. The Library is not responsible for any risk of loss or damage to the artworks while they are on exhibit at the Library. The Artist(s) may purchase independent exhibit insurance. Artists will be offered security strips for their artwork.

4. Installation and Removal

- a. Library staff are responsible for the installation and removal of the artworks for the exhibit.
- b. The Artist will supply each loaned artwork to the Library in a condition ready for display.

5. Sale of artwork

- a. The Library does not sell or collect commission on sales of artwork during the exhibition at the Library.
- b. Artists are welcome to include pricing and contact information with their exhibition.

6. Artist's Control, Reproduction, and Intellectual Property

- a. The Artist retains all copyright and all other Intellectual Property Rights in and to the loaned artworks.
- b. The Library may take photographs of the artworks for the purposes of advertising and promoting The Galleries @ Brockville Public Library and/or a specific exhibition.
- c. All photographs of the loaned artworks taken by the Library, and any copies of the photographic works in any form, will be the property of the Library.
- d. The Library will not move the artworks from the Library without the prior written consent of the Artist.

7. Term and Termination

- a. This Agreement may be renewed within one week notice of the expiration date by mutual agreement of the Parties.

b. Either Party may terminate this Agreement by giving one week written notice.

Type and theme of display:

Preferred months for display: The duration of the exhibit is 8-12 weeks, or as prearranged, from the first day of the month to the last day of the month.

Space required: Walls _____ **Large case** _____ **Small Case** _____

Exhibition dates: _____

Artist name: _____

Artist signature: _____

Brockville Public Library designate name: _____

Brockville Public Library designate signature: _____

Date: _____

**Please contact the Library if you have questions or need further assistance
613-342-3936 ext. 6432 or brandy@brockvillelibrary.ca. Thank you!**