

Georgina Public Library Board Policy Manual

Policy Title: Art Exhibits

Intent

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

Regulations

1. Art exhibits will be arranged in partnership with The Georgina Art Centre to ensure quality and appropriateness of exhibits for the library spaces.
2. No works may be sold through the library, or commissions taken by the library.
3. Artists are responsible for set up and take down and will provide accompanying documentation.
4. Library will assist with promotion of exhibits as staff resources allow and at the Library's discretion.
5. The GAC, the Town of Georgina, Georgina Public Libraries, the Georgina Arts Council, and the staff of the designated satellite venues are not responsible for any damage, theft, etc., regarding the work displayed. It is suggested that the artist procure an insurance rider on their personal insurance policy, if desired.

Procedures

1. Art exhibits will be arranged through The Georgina Art Centre: centre director will offer artists the option of moving their exhibits from the gallery space to one or more of the libraries on a scheduled basis. Centre director will maintain a master calendar, along with the libraries, and will make the first contact in setting up a planned exhibit. Paperwork from the libraries will be available at the centre. There will be no obligation to have a continuous schedule of exhibits, and the duration of each exhibit is flexible.
2. A liaison between the Library Board and the Art Centre Board will be appointed to provide a venue for communication between the two bodies.

Georgina Public Library Board Policy Manual

3. Criteria: works must be appropriate to a general audience and suitable to the available space. Library will provide gallery with a description/measurements of art spaces in each branch.
4. Artists will be put in touch with staff designate at each branch, who will manage the branch calendar and supplies. Artist should make themselves familiar with the space to judge the suitability of their works for the available area.
5. Issues of disagreement will be brought to the Director of Library Services for mediation.
6. Artists, in communication with designated staff, will be responsible for hangings and take downs. This includes bringing an assistant to "foot" their ladder as a Health & Safety requirement.
7. Supplies for the work of hanging a collection may be kept at each branch; stock of supplies can be bought with Branch petty cash funds, at the discretion of the Branch Librarian.
8. Library staff may from time to time prepare flyers for art shows with information provided by the artist. Flyers will be available at the branches. Partnership with the Art Centre will be noted on all promotional material.
9. The library will promote the opening of new art displays with information provided to the Branch Librarian or designate.
10. No works shall be sold through the Library. Artists may leave contact information/business cards for potential buyers. Prices can be provided on a list, not directly on the work.
11. The Library will take no commission of sales and 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. Any accepted donation must be accompanied by an official appraisal from an art appraiser, at the donor's expense, if the donor requests a tax receipt.
12. Each artist must provide an inventory of the pieces on display.
13. A (form) letter of confirmation shall be completed by the artist, outlining the when, where, and how of the exhibit. The artist needs to understand that there is no special security on these collections.
14. Artist will include a framed biography to include with the exhibit.

Georgina Public Library Board Policy Manual

- ***Attachments:***

1. Art inventory form
2. Letter of confirmation to the artist
3. Application/Waiver form

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	February 9, 2007
Board Presentation:	March 22, 2007
Board Adoption:	March 22, 2007
Policy Review:	February 21, 2013