

Georgina Public Library Board Policy Manual

Policy Title: Art Exhibits

Intent

As an open public community space, Georgina Public Library (GPL) 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 Centre for Art and Culture (GCAC) 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 GCAC, the Town of Georgina, GPL, 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 GCAC. GCAC staff will maintain a master calendar, and will make the first contact in setting up a planned exhibit. Paperwork from GPL 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, minimum of 2 months
2. A liaison between GPL and GCAC will be appointed to provide a venue for communication between the two bodies.
3. Criteria: works must be appropriate to a general audience and suitable to the available space. GPL will provide GCAC 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 exhibit calendar and supplies. Artist

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- 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/CEO 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 purchased using a GPL Manager p-card.
 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 GCAC will be noted on all promotional material.
 9. The Library may promote the opening of new art displays with information provided to the Library Manager or designate.
 10. No works shall be sold through the Library. Prices may be provided on a list, not directly on the work.
 11. The Library will take no commission of sales and work shall not 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. AGCAC Artist Contract shall be signed by the artist, outlining the when, where, and how of the exhibit. Upon signing of the Artist Contract, GPL will provide the artist with a letter of confirmation. The artist must understand that there is no special security on these collections.
 14. Artist will include a printed biography to display with the exhibit.

- **Attachments:**

1. Exhibition Artist Contract (GCAC document)
2. Letter of confirmation to the artist (GPL document)

POLICY HISTORY:	
Initial Draft	November 22,2006

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Draft Presentation Review	February 9, 2007
Board Presentation:	March 22, 2007
Board Adoption:	March 22, 2007
Policy Review:	February 21, 2013; June 16, 2022