

Title	Art Exhibit and Display Policy
Policy Number	CPL-16-16
Policy Type	Operating
Approval Date	November 21 2016
Review Date	November 2018
Notes	

Purpose

Caledon Public Library recognizes its role as a source of information and inspiration to the community. This policy establishes the conditions and context within which Caledon Public Library supports the posting of community information and display space for local community artists and groups.

Guidelines

Art Exhibits and Displays

Caledon Public Library facilitates art exhibits as part of its programming and partnership efforts. Applications from individuals and organizations seeking to display art are also welcomed. The CPL Art Exhibit/Display Application and Agreement ([Appendix A](#)) is available via the library's website. Preference will be given to exhibitors who participate in the Library's Artful Library or other Library art-based programs or who live or work in Caledon. No charges will be levied for exhibition space.

Applications are reviewed by Library staff on an as-needed basis and are selected according to the following criteria:

- availability and suitability of space
- community interests and needs
- historical significance or representation of emerging trends
- quality of implementation
- relation to past/future library exhibits or programs
- suitability of physical form

The Library retains the right to determine the suitability of any proposed exhibit for display and reserves the right to reject any part of an exhibit.

Artists displaying their work cannot have exclusive use of the space and charges may not be made for viewing exhibits without express permission of the Board.

Caledon Public Library will not act as agents for exhibitors, but may display price lists and information for prospective purchases. It is expected that all items submitted will remain on display for the agreed time, even if sold.

The individual or organization agrees to indemnify and hold harmless, the Caledon Public Library, its employees, the Board and the Town of Caledon from liability in case of theft, vandalism, or any other loss or damage to the exhibited materials. The individual or organization may be held liable for repairs to the Library that is a direct result of damages caused by a display or by its installation or removal. The Library cannot provide storage for the property of individuals or organizations displaying in the Library

No installation will be made until a signed Art Exhibit/Display Application and Agreement is received and approved. Any applications submitted by a minor must be signed by the legal guardian. The Agreement confirms the following terms and conditions:

1. The Artist(s) or Exhibitor(s) agrees that the branch, location and dates of exhibit will be determined by Caledon Public Library.
2. The Artist(s) or Exhibitor(s) is responsible for delivering art work (or Exhibits) to a specified branch of Caledon Public Library at a predetermined time.
3. The Artist(s) or Exhibitor(s) will install and remove art work/exhibits him/herself under the supervision of a Caledon Public Library staff member. The installation, exhibition and removal of art work or exhibits is the sole responsibility of the Artist(s) or Exhibitor(s), under the supervision of a Caledon Public Library staff member.
4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed by him/her and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.
8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.

Distribution and Posting of Community Information

Caledon Public Library displays information in the form of pamphlets, posters or brochures on behalf of cultural, educational, social service and volunteer agencies serving the Caledon

community. The Library does not necessarily support the aims or objectives of groups whose material may be on display.

The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials.

The Library will not display or distribute:

- Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Caledon Public Library policies and procedures;
- Materials whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives. However, political materials may be eligible when announcing community meetings or forums for discussion of community issues;
- Faith-based materials whose primary purpose and/or editorial policy is promoting a particular religion;
- Materials that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
- Materials in unsuitable formats (e.g. oversized materials);
- Fundraising or pledge forms with the exception of local community-based non-profit endeavors.

The number of materials displayed for any group or organization will be limited at the discretion of the Library. The length of time that materials are displayed is subject to demand and space availability. Materials deposited or posted without Library permission may be removed from display.

All material becomes the property of Caledon Public Library. The Library does not accept responsibility for the loss, damage or safe return of materials. Materials will be disposed of at the conclusion of the display period.

Public Notice Boards

The Caledon Public Library provides two types of Public Notice Boards within our branches:

a) Community Information Boards are provided as a means of sharing local community information. Preference is given to cultural, educational, social service and volunteer agencies serving the Caledon community. Posting of personal notices or notices of items for sale is permitted if space allows and must comply with all limitations listed above.

b) Caledon Public Library Information Boards are reserved for use by the Caledon Public Library and provide a venue for raising awareness of Library programs, services and collections.

In some facilities, space dedicated to each of the above functions is located on the same notice board.

Information Booths

The Library permits hosted information booths for community groups, non-profit groups, and charities, where the intention is non-recruiting. Booths shall not be used for commercial, political, or religious purposes.

Written requests for space should be directed to the Manager, Communications and Community Development, including a brief description of the host organization and the purpose and content of the display.

The Library will provide a designated space, table, and chair. Display units, signs, promotional material and all other supplies are the responsibility of the group. The booth may not be used for sales or solicitation of a commercial product.

The Library reserves the right to assess the suitability of the proposed booking and to refuse the request.

Sales, Solicitations & Petitions

As per the Caledon Public Library's Operational Policy (CPL-16-04), "solicitation of donations or the sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Caledon sponsored events. The Library will continue with the distribution and collection of donations for Remembrance Day Poppies at the Library notwithstanding this policy."

Solicitations by members of the public are not permitted in the Library, either in person, or by petition. Petitions originating with the Library Board or the Town Council are permitted.

Feedback

Questions regarding this policy, including appeals of unapproved applications for exhibit or display, should be directed in writing, to the CEO and Chief Librarian.

Colleen Lipp, CEO and Chief Librarian
Caledon Public Library
6500 Old Church Road
Caledon, ON L7C 0H3
519.927.5662
clipp@caledon.library.on.ca

Related Documents:

- **Caledon Public Library Operational Policy, CPL-16-04**

Appendix A

Art Exhibit/Display Application and Agreement



Name of Artist(s) or Exhibitor(s) _____

Organization (if applicable): _____

Contact Information:

Phone: _____ Email: _____

Website (if applicable): _____

A completed Art Exhibit/Display Information Sheet for each Artist has been provided to Caledon Public Library's Communications & Community Development Department:

yes no

The art work and/or exhibit will remain on display for the period from _____ to _____ at the _____ branch of Caledon Public Library.

Set up of the exhibit will take place on _____, 20____ @ _____ am/pm.

Take down of the exhibit will take place on _____, 20____ @ _____ am/pm.

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4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed by him/her and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.

8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.

DISCLAIMER: I/We further agree to indemnify fully and save harmless the Town of Caledon, including the Caledon Public Library Board, their officers, agents, officials, and employees, from any and all actions, suits, claims, and demands whatsoever, and from all losses, costs, charges, damages, and expenses, including legal costs on a substantial indemnity basis and disbursements, which may be made by any party against the Town of Caledon, including the Caledon Public Library Board, or which may be incurred, sustained or paid by the Town of Caledon, including the Town of Caledon Public Library Board, in consequence of my acts or omissions in the course of installing or dismantling my art display at a Caledon Public Library facility, or otherwise arising from my use of the space at a Caledon Public Library facility to display my artwork.

By signing below I/we further agree to release, waive and forever discharge Town of Caledon, including the Caledon Public Library Board, from all actions, claims, demands, debts, costs or liabilities whatsoever with regard to any and all damages that may be caused to my art display for so long as my art display is exhibited at a branch of the Caledon Public Library, including any periods of storage at the Caledon Public Library facility when my art display is not on public display, howsoever such damage was caused and from any injuries that I may sustain in the course of installing or dismantling my art display at the Caledon Public Library.

Artist, Exhibitor, or Representative (please print)

Caledon Public Library representative (please print)

Signature

Signature

Date

Date

