

# **Chatham-Kent Public Library**

## **Displays and Exhibits Policy**

### **Purpose**

To establish the conditions and context within which Chatham-Kent Public Library (CKPL) provides space for displays and exhibits by local community members.

### **Definitions**

“Art” means original works of art, primarily visual art creations, which may have a multi-media component, whether fixed or freestanding (including but not limited to paintings, pottery, textile works, stained glass, sculptures, photographs), intended to be accessible to the general public in public exhibit spaces in the library.

“Exhibit” means a temporary exhibit, contracted between the exhibitor and the Library for a specific period of time, in public space designated by the Library.

“Artist” means a new or established artist or artists’ group who has created and wishes to display and/or sell their original works of art.

“Collection” means a group of collected items of a particular kind and/or format.

“Exhibit space” means a space designated by the Library where art or a collection is intended to be displayed. Exhibit space may include but not be limited to walls, open spaces, display cases or cabinets provided by the Library.

“Local Artist” is defined as an artist who is a resident of the Municipality of Chatham-Kent.

### **Content**

The Library provides free space for the exhibition of artwork, crafts and collections of unique, interesting or historically significant items, in order to enhance the public space and fulfill the Library’s role as a cultural institution. All exhibits are free and open to the public and are intended to promote cultural understanding, provoke thought and stimulate the free expression of ideas.

The Library encourages exhibitions of painting, photography, sculpture, crafts etc. for civic, cultural, educational and recreational purposes. Exhibit space is made available on an equitable basis to individuals or groups with respect to artworks and displays.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the CEO/Chief Librarian determines that the display space is needed for Library purposes.

Exhibit space in branches is subject to availability, and must take into account the Library's own needs, especially the necessity to maintain the usual library functions and operations throughout the period of the exhibit.

Exhibits are unsupervised and accessible to the public throughout Library open hours.

The Library retains the right to determine the suitability of any proposed exhibit for display in its premises. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

### Complaints

The Library Board and Staff recognize that the content of an exhibit may offend some users. Requests by individuals or groups to have item(s) removed from the display or exhibit shall be submitted on a Request for Reconsideration form.

The Exhibit Advisory Committee shall review such requests, re-evaluate the item(s) in question, and prepare a written response for the complainant. If unresolved at this point, the Library Board may agree to re-visit the Request for Reconsideration.

The Library Board's decision on all matters relating to this policy and the display of exhibits shall be final and without any right of appeal or review whatsoever.

### Application for Use

Exhibitors who are interested in booking a display will be required to submit an example of their work, biographical information, a list of work to be displayed and an exhibit title. Bookings are for one month in duration.

### Sale of Artwork

If artwork is offered for sale, CKPL will collect a 20% commission on the sale of works of art in the exhibition. CKPL will handle all sales and issue cheque(s) in the value of 80% of all works sold, to the artist after the end of the exhibition. HST will be collected at the time of sales and paid to the District Tax Office and Revenue Canada.

### Insurance

Insurance during transportation, installation and the duration of the exhibition is the responsibility of the artist/exhibitor.

The artist/exhibitor agrees that he or she will, at his or her own expense during the duration of the exhibition cause to maintain comprehensive general liability.

The artist/exhibitor agrees that he or she will keep harmless and fully indemnify the Municipality, its successors and assigns from and against all actions, claims and demands which may be brought against or made upon the Municipality.

## Display and Exhibit Advisory Committee

Acceptance of Local Artist/Exhibitors works will be determined by the Display and Exhibit Advisory Committee. The Display and Exhibit Advisory Committee will be composed of the CEO/Chief Librarian, 1 Library Board member and 1 Local Artist. The Committee will be appointed by the Library Board.

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Author: T. Sharpe

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For more information or alternative formats of this document, please email [cklibrary@chatham-kent.ca](mailto:cklibrary@chatham-kent.ca).