



To: Library Board of Trustees

From: Jennifer Jones, Library CEO

Meeting Date: May 29, 2018

Subject: Report PPL18-035
Art Policy

Purpose

A report to provide the Library Board of Trustees with a draft Art Policy for the Library.

Recommendations

That the Library Board approve the recommendations in Report PPL18-035 dated May 29, 2018, of the Library CEO as follows:

- a) That Report PPL18-035 be received for information; and
- b) That the Art Policy be approved.

Budget and Financial Implications

There is no budget or financial implications resulting from the approval of the recommendation of this report.

Background

With the success of Spark at the Library, it is recommended that the Library continue to offer rotating art exhibits throughout the year. The Library is not in a position to accept permanent donations of art works, but would be able to host temporary exhibits following the Art Policy parameters (see Appendix A).

Submitted by,

Jennifer Jones
Library CEO

Contact Name:

Jennifer Jones

Phone: 705- 745-5382 Ex. 2370

Fax: 705-745-8958

E-mail: jjones@peterborough.ca

Attached:

Appendix A – Art Policy

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Peterborough Public Library Art Policy

Department	Community Services	Effective Date	<i>June 1, 2018</i>
Division	Arts Culture & Heritage	Approval Level	Library Board
Section/Facility	Public Library	Policy #	

Policy Statement

As a public site the library aims to provide space for the display of community culture and art. Free exhibit space supplies a venue for a number of educational and cultural experiences and a welcoming environment to the library.

The terms and conditions outlined below have been developed to ensure consistent and fair use of exhibit space. All bookings are subject to the terms and conditions defined by this policy.

Terms

1. The Library retains the right to determine the suitability of any proposed exhibit and has final authority over the review, selection and arrangement of all exhibits.
2. If an entire exhibit or any part of the same are determined to be unsuitable then a request for reconsideration may be submitted to the CEO in writing.
3. Use of a Peterborough Public Library facility does not imply endorsement of the policies or activities of any individual or group.
4. The display is limited to the area designated by the Library and will be accessible only during library hours of operation.
5. All members of the public visiting the exhibit must follow the posted Library Code of Conduct.
6. Admission charges will not be levied by exhibitors.
7. All artwork must be framed or mounted appropriately. The Library will supply the necessary display supplies (clips and cables for the installed art rails). Use of tape or other adhesives is not permitted in the display area.

8. A master list including ownership, physical description and contact information will be forwarded to the Library prior to the opening of the exhibit.
9. Exhibit descriptions and exhibitor contact and biographical information must accompany the exhibit. All relevant materials such as the exhibit brochure will be prepared by the artist in a professional format.
10. No works shall be sold through the Library or commissions taken by the Library. All inquiries regarding art sales will be handled directly by the artist or agent.
11. Receptions may be arranged in conjunction with Library Administrative staff. Costs associated with the opening including refreshments and any permits are the responsibility of the artist/exhibitor.

Conditions

1. The exhibitor will complete and sign the Peterborough Public Library application for exhibit space and the disclaimer acknowledging acceptance of the terms and conditions of the Peterborough Public Library Art Exhibit Policy.
2. Exhibits must be appropriate to the library environment and not contravene federal, provincial laws and regulations or municipal by-laws.
3. Exhibitors will provide all required insurance coverage and arrange necessary supervision for their exhibits.
4. The Peterborough Public Library will not be responsible for loss, theft or damage to exhibits while on library premises.
5. Any property damage incurred at the library as a result of visiting exhibits or displays will be the responsibility of the exhibitor.
6. The artist/owner is responsible for the installation and removal of exhibits at times confirmed at the time of booking.

**Peterborough Public Library
Application for Exhibit Space**

Disclaimer for Display/Exhibit

This form is to be completed by any individual, group or organization leaving materials in a Peterborough Public Library building for the purposes of an exhibit or display.

I/We release the Peterborough Public Library Board and its staff and the Corporation of the City of Peterborough

of any financial or curatorial responsibility for materials left in the

branch of the Peterborough Public Library for the purpose of display or in conjunction with a

program or meeting being held in the building.

Signature

Date

Organization

Dates of exhibit