



## POLICY

**Policy Type:**  
**Policy Title:**

**Facility**  
**Art in the Library**

**Policy Number: 06-03**

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### **Special Exhibit/ Display Terms and Conditions:**

St. Thomas Public Library provides art walls for local artists as part of the Library's mission to meet the community's educational, informational, and recreational needs.

### **Access to Exhibit Space:**

Providing the applicant resides within the St. Thomas Public Library service area, use of the exhibit space will be open to:

- Individual artists or arts groups;
- Community organizations;
- Students;
- Groups.

Special exhibits involving artists of note who reside outside of St. Thomas Public Library service area will be considered on an individual basis.

A call for submission will be sent out annually.

### **Assessment of Applicants:**

Assessment will be based on:

- Their appropriateness for the space;
- Their relevance to the community;
- Their relevance to the vision, mission & values of the Library;
- Their appropriateness for a general audience.

Exhibits will be chosen in order to present a variety of media, techniques, subjects, and styles in one year. Assessment will be conducted by the CEO. Any artist whose work is refused may appeal to the Board in writing.

**Conditions:**

Each artist will be expected to submit photos of, or a weblink to, their work, a statement of intent for the exhibit, and a short biography suitably presented to be posted with the exhibit, on the library's website, and on the library's blog.

Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for Library purpose. St. Thomas Public Library is not responsible for loss, damage, or theft of display items. The exhibitor assumes any required insurance coverage. Please note that the art walls are at eye level of customers.

The Library retains the right to determine the suitability of any proposed exhibit for display in its premises and has final authority over the review, selection, and arrangement of all public exhibitions on its premises. The Library reserves the right to reject any part of an exhibit or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users.

The artist, with assistance from Library staff, is responsible for set up and dismantling the display at an agreed upon date and time. Any display not dismantled in the time frame outlined in the agreement will be removed without any assumption of risk by the Library staff, and if not claimed within one week of removal, may be disposed of.

**Exhibit Fees & Sales:**

There will be no fees charged to artists for the use of the display space. The Library staff will not act as an agent with respect to sale of work by the artist. Works may be priced, or the artist may provide a price list with contact information that will be kept at the Information Desk.

**Promotion:**

The Library will assist with the promotion of the exhibits as part of the library's regular marketing program, including information on the library's website and social media. The Board must approve any public use of the Library's name, logo, special collections, services, programs, and departments.

The individual booking the space, or a representative of the organization booking the space, must sign an agreement stating they have read and agree to these terms and conditions.

Approved Date: September , 2021  
Supersedes Date: May 18, 2016  
Review Date: September 2025  
Reference: Board Meeting September 15, 2021