



POLICY

Policy Type: Facility **Policy Number:** 06-03
Policy Title: Art in the Library

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:

- Established artists or arts groups;
- New artists;
- 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 goals 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.

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 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 blog. 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: May 18, 2016
Supersedes Date: March 21, 2012
Review Date: May, 2020
Reference: Board Meeting May 18, 2016