

Niagara Falls Public Library	Date Effected December 21, 2011	Art Exhibit Policy
	Date Revised September 21, 2022	

1.0 Purpose

The Niagara Falls Public Library recognizes its role as a source of information and inspiration to the community. This policy establishes the conditions and context within which Niagara Falls Public Library supports local community artists and groups.

“Art Exhibits” refers to temporary exhibits for a set time period (usually 1 month), as set in the application approval.

2.0 Applications

No exhibit will be reviewed until a complete Art Exhibit Application is submitted.

Art exhibit applications must include:

- A list of the artworks to be displayed, including dimensions
- Photos of the original artwork proposed for exhibition
- A biography, outlining artists background
- A description or discussion of the exhibit for the benefit of the public

Applications must be signed by the individual submitting the application or the main contact of the organization, if it is a group application. Once received and reviewed, the applicant will be contacted to confirm dates.

Applications are processed on a first come basis with priority given to local and first-time exhibitors. Special exhibits involving artists of note who reside outside the Niagara Falls area will be considered on an individual basis.

No artist or group is guaranteed the same booking time each year. At the discretion of the Library, an exception may be made to permit a local organization to sponsor a unique event, especially in connection with a community

celebration.

The Library reserves the right to accept or refuse an art exhibit or to cancel any booking at its discretion.

3.0 Art Exhibit Space

The Rosberg Gallery at the Victoria Avenue Library is the space included in this policy. The Rosberg Gallery is 780sq ft. in area – approximately 60ft of linear wall space.

The Gallery may be used by the Library for other programs, events or meetings at any time, which may restrict gallery access for short time periods. Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for Library purposes.

4.0 Installation and Dismantling of Exhibits

The artist/exhibitor will be responsible for framing or otherwise preparing the artwork for the exhibit and will be available to install and remove the exhibit on the scheduled dates. The Gallery is equipped with an art hanging track. All artwork is to be hung using the existing track. Work that is fragile or whose display arrangement is of questionable durability may be rejected.

The installation and removal of exhibits is the sole responsibility of the artist/exhibitor. Outside of special circumstances staff will not be available to assist. If assistance is required, NFPL is not responsible for any loss or damages.

If the Library must dismantle an exhibit because it has not been removed as scheduled, exhibitors agree that the Niagara Falls Public Library is not responsible for any loss or damages and the exhibitor may be billed for staff time. The Library will not house or store the property of any artist. The library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

5.0 Publicity and Promotion

The Library may 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. Unless otherwise stated in writing, the exhibitor

grants permission to the Niagara Falls Public Library to photograph and reproduce any work accepted in exhibition for publicity purposes.

If exhibitors wish to host an exhibit opening reception, the Rosberg Gallery may be booked in accordance with the Community Space Rental Policy. An application must be submitted and any community space rental fees must be received in advance of the reception.

6.0 Exhibit Fees & Sale of Exhibited Works

There will be no fees charged to artists for the use of the gallery. Exhibited works may be offered for sale by the artist. The artist is responsible for conducting the sale directly with the purchaser. Customers interested in purchasing art works must contact the artist directly. The Niagara Falls Public Library and staff are not responsible for customer enquiries regarding the sale of artwork, except for providing artist contact information. Works sold must remain on exhibit throughout the designated exhibit period.

7.0 Liability

The Artwork Insurance Form which must list all artwork with values must be completed and submitted to the Library 1 week prior to the exhibit installation. The library will not be liable for more than the amount listed on the Artwork Insurance Form and only for the period of the exhibit as confirmed on the form.

All risks of direct physical loss or damage are covered except for those "losses excluded" as defined in the Exhibition Insurance Floater.

In the event of loss or damage, the exhibitor shall provide further evidence satisfactory to the Library to substantiate the value (i.e. evidence of the amounts of similar items sold or professionally appraised). The insurer shall not be liable for any loss or damage, if at the time there is any other insurance coverage which would attach had the library insurance not been affected, except to cover any excess and only after all other insurance has been exhausted.

The provisions of this policy are subject to review by the Niagara Falls Public Library at any time.