

<b>Niagara Falls Public Library</b>	<b>Date Effected December 21, 2011</b>	<b>Art Exhibit Policy</b>

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

**Applications**

No exhibit will be reviewed until a copy of the Art exhibit/Display application is submitted. All parts of the application must be submitted.

Art exhibit/display applications must include:

- A) a list of works sufficient to cover the gallery area or display units (a complete list of all items, must be submitted when exhibit is set up for insurance purposes)
- B) a description of the artworks, outlining the focus and theme of the exhibit and including a photographic representation (digital or printed) in lieu of actual works.
- C) selling prices of the art if offered for sale
- D) brief artist biography

Applications must be signed by the individual submitting the application or an officer 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 exhibitors.

Residence in Niagara Falls is not required, but may be considered in the approval process.

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.

**Art Exhibit/Display Areas**

The Rosberg Gallery and the Display Units at the main library entrance, and the Oakes Room are the areas included in this policy. The Rosberg Gallery is 780sq ft. in area – approximately 60ft of linear wall space.

Art exhibits are only open to the Public during Library hours.

The Gallery may be used by the Library for other events or meetings at any time, which may restrict gallery access for short time periods.

### **Installation and Dismantling of Exhibits**

The artist/exhibitor will be responsible for framing or otherwise preparing the work for the presentation and will be available to hang or set up and remove the work again on the scheduled dates. Work that is fragile or whose display arrangement is of questionable durability may be rejected.

Staff may be available to assist upon request where arranged in advance. Exhibits will not be supervised.

The Gallery is equipped with art hanging track and easels. All artwork is to be hung using the existing track.

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 damages and the exhibitor will 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.

### **Publicity and Promotion**

Publicity is the responsibility of the exhibitor. Signage promoting an exhibit may be posted on designated Library display boards. 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. The Niagara Falls Public Library may arrange for signage and a website announcement to inform the community about the exhibit.

If exhibitors wish to have receptions, openings, artist's talks etc., the Niagara Falls Public Library's meeting rooms may be booked in accordance with the Room Rental Policy. An application must be submitted and any fees payable must be received in advance of the event.

### **Sale of Exhibited works**

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 contact the artist directly. The Niagara Falls Public Library and staff are not responsible for customer enquiries regarding art exhibits, except for providing artist contact information and price listings which the artist has provided. Works sold must remain on exhibit throughout the designated exhibit period.

**Liability**

The library will not be liable for more than the amount set opposite each article, as listed on the Exhibit List Form and only for the period of the exhibit as confirmed in the application.

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

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.

Approved by Niagara Falls Public Library Board December 21, 2011