
Subject: Art and Artisan Exhibitions
Effective: July 2016
Revised:

1.0 PURPOSE

The purpose of this policy is to support Libraries that have the space and resources to make available temporary Art and Artisan Exhibition Space in order to support Artists and Artisans and enhance the cultural and creative vitality of the community.

2.0 APPLICATION

This Policy applies to public and public-school libraries within New Brunswick Public Library Service (NBPLS) that have the space and resources available to offer Art and Artisan Exhibition Space. This Policy applies to individuals, community organizations, community groups, schools or any other interested party who have an interest in displaying Works in a Library within NBPLS.

This Policy does not apply to donations of art or permanent displays.

To be in accordance with NBPLS Policy 1015 – Selling and Soliciting in the Library and the Government of New Brunswick’s Conflict of Interest Policy AD – 2195, Library employees may be considered as an Exhibitor, however, will not be permitted to sell their Works in the Library.

3.0 DEFINITIONS

Works means original art or crafts, primarily visual creations whether fixed or freestanding (including but not limited to paintings, pottery, textile works, metalworking, woodworking, stonemasonry, sculptures, photographs, etc.) intended to be viewed by the general public.

Exhibition means a temporary display of one or more Works, contracted between the Exhibitor and the Library for a specific period of time in public space designated by the Library.

Exhibitor means an artist or an artisan or an artist or artisan group who has created original Works and wishes to display their original Works.

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Exhibition Space means a space designated by the Library where Works are intended to be displayed. Exhibition Space may include but is not limited to walls, open space, display cases or cabinets and display panels provided by the Library.

Library means a public or public-school library within New Brunswick Public Library Service (NBPLS).

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act.](#)

5.0 GOALS / PRINCIPLES

NBPLS is committed to providing access to a wide range of expressions, imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. NBPLS provides space to local community Exhibitors to display their Works while at the same time enriching the space for patrons and allowing them to participate in the creative life of their community.

Exhibition Space is available as resources permit. When it is available in a Library, the space is offered to all segments of the community and all age groups on an equitable basis.

6.0 REQUIREMENTS / STANDARDS

6.1 General

6.1.1 Exhibitions will be approved by the Library Manager/Director, in consultation with the Regional Director as needed.

6.1.2 Each Library that has Exhibition Space is required to use the **Library Art and Artisan Exhibition Application Form** (see Appendix A of this Policy for a standard template). Exhibitors are required to complete the application form to be considered.

6.1.3 Exhibitors will be selected according to the standards in this Policy.

6.1.4 All Exhibitions will require a signed **Library Art and Artisan Exhibition Agreement** between the Library and the Exhibitor (see Appendix B of this Policy for a standard template) and a **List of Works and Description** (see Appendix C of this Policy for standard template).

6.2 Selection Process for Exhibitions

6.2.1 Applications will be processed as they are received, with scheduling priority given to local Exhibitors who have not previously presented an Exhibition.

6.2.2 The Library Manager/Director reserves the right to decline any Exhibition application.

6.2.3 The Library Manager/Director reserves the right to limit the number of Exhibitions per Exhibitor per year.

6.2.4 The Library will provide space for Exhibitions that are:

- created by an Exhibitor and display original Works that do not infringe on the copyright of any other individual, group or organization.
- not in any contravention of federal or provincial laws and regulations, or municipal by-laws.
- respectful of the safety of public and staff.
- not primarily intended to be advertisements or solicitations.

6.3 Exhibition Space

6.3.1 The views expressed in the Works exhibited are those of the Exhibitor and not necessarily those of the Library or the Library Manager/Director or NBPLS.

6.3.2 The Library will not charge Exhibitors for Exhibition Space. Library Exhibitions will be free to the public.

6.3.3 The Library will make every effort to provide the Exhibition Space as agreed. However, the Library does reserve the right to: (i) cancel an Exhibition, (ii) change the manner in which an Exhibition is displayed, and (iii) require any item(s) to be removed from the Exhibition.

6.3.4 The Library will provide the Exhibitor with a description and dimensions of the Exhibition Space as part of the **Library Art and Artisan Exhibition Application Form** (see Appendix A of this Policy for a standard template).

6.3.5 When possible the Library will provide an art hanging track.

6.3.6 Exhibitors will ensure their Works are ready for display (e.g., frames, wire for hanging, etc.).

6.3.7 Works are displayed at the Exhibitor's own risk.

6.3.8 All signage accompanying Works must be in both official languages. The Library will provide a standard template for labels to be completed by the Exhibitor (See Appendix D of this policy for **Bilingual Sample Label and Glossary**).

6.3.9 Prices cannot be listed on labels but contact information for the Exhibitor may be provided along with a handout listing of prices prepared by the Exhibitor.

6.3.10 The Exhibitor must be aware that because the Exhibition Space is in a public space, photographs of Works may be inadvertently taken.

6.3.11 It is expected that all items submitted will remain on exhibit for the agreed time.

6.3.12 The Exhibitor is solely responsible for matters relating to the selling of his or her Works.

6.3.13 The Library will not claim commission on any sold Works.

6.4 Exhibition Hours

6.4.1 Exhibitions, viewings and openings are open to the public only during library hours.

6.4.2 The Exhibition Space may only be used on the dates and hours as specified in the agreement between the Library and the Exhibitor and only for the purposes stated.

6.4.3 The length of the Exhibition will be determined as per the **Library Art and Artisan Exhibition Agreement** (See Appendix B of this Policy for a standard template).

6.5 Installation and Dismantling of Exhibitions

6.5.1 Each Exhibitor is wholly responsible for the installation and dismantling of his or her Works, as scheduled by the Library Manager/Director.

6.5.2 Library staff are not responsible for any aspect of installation or hanging of Works but may however provide guidance and appropriate equipment such as a ladder, fountac for signage, labels or other material when possible.

6.5.3 The Exhibitor assumes responsibility for the transportation of all Works to and from the Library.

6.5.4 Each Exhibitor must leave the facilities in the condition in which they were found. Each Exhibitor shall be responsible to the Library for all damages to the building or equipment.

6.5.5 If in the event the Library must dismantle an Exhibition because it is not removed as scheduled by the Exhibitor, the Library is not responsible for any damages to the Works.

6.5.6 Library staff will make every reasonable attempt to contact the Exhibitor if the Exhibition is not removed from the Library following the Exhibition period. Works may be removed to allow for another scheduled Exhibition. If the items are not collected, the Library may dispose of the uncollected items and may charge the Exhibitor for the disposal costs.

6.5.7 The Exhibitor must ensure that all Works are installed safely and that it does not present any health or safety hazards to others using the premises.

6.6 Exhibition Publicity and Promotion

6.6.1 If the Exhibitor wishes to have special events or an opening, this must be arranged with the Library Manager/Director during library open hours.

6.6.2 Library staff is not required to provide tours of exhibited Works. Nor will they provide security for Works. Library staff will not be a part of any commercial activities relating to the sale of exhibited Works.

6.6.3 Any published promotion of the Exhibition must be approved in advance by the Library Manager/Director and the Exhibitor.

6.7 Insurance

6.7.1 The Library does not provide insurance for Exhibitions. Exhibitors must arrange for their own insurance or exhibit at his or her own risk.

6.7.2 The Library accepts no responsibility for lost, damaged or stolen Works.

7.0 GUIDELINES / RECOMMENDATIONS

None.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

New Brunswick Public Libraries Act.

(http://www2.gnb.ca/content/gnb/en/departments/attorney_general/acts_regulations.html).

Related NBPLS Policies:

New Brunswick Public Library Service. Policy 1007 – Advertising in Libraries.

New Brunswick Public Library Service. Policy 1008 – Sponsorships.

New Brunswick Public Library Service. Policy 1063 – Programs to Promote the Two Linguistic Communities.

New Brunswick Public Library Service Policy 1015 – Selling and Soliciting in the Library

New Brunswick Public Library Service. Policy 1062 – Language of Service

New Brunswick Public Library Service Policy 1041 – Collection Standards

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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