

# Georgina Public Library Board Policy Manual

## Policy Title: Art Exhibits

### ***Intent***

As an open public community space, the library endeavors to provide art exhibit space to enrich the lives and environment of Georgina residents and visitors, and to feature the works of local and regional artists.

### ***Regulations***

1. Art exhibits will be arranged in partnership with The Georgina Art Centre to ensure quality and appropriateness of exhibits for the library spaces.
2. No works may be sold through the library, or commissions taken by the library.
3. Artists are responsible for set up and take down and will provide accompanying documentation
4. Library will assist with promotion of exhibits
5. Exhibit will be insured through Town of Georgina insurance coverage.

### ***Procedures***

1. Art exhibits will be arranged through The Georgina Art Centre : centre director will offer artists the option of moving their exhibits from the gallery space to one or more of the libraries on a scheduled basis. Centre director will maintain a master calendar, along with the libraries, and will make the first contact in setting up a planned exhibit. Paperwork from the libraries will be available at the centre. There will be no obligation to have a continuous schedule of exhibits, and the duration of each exhibit is flexible.
2. A liaison between the Library Board and the Art Centre Board will be appointed to provide a venue for communication between the two bodies.
3. Criteria: works must be appropriate to a general audience and suitable to the available space. Library will provide gallery with a description/measurements of art spaces in each branch.
4. Artists will be put in touch with staff designate at each branch, who will manage the branch calendar and supplies. Artist should make themselves familiar with the space to judge the suitability of their works for the available area.
5. Issues of disagreement will be brought to the Director of Library Services for mediation
6. Artists, in communication with designated staff, will be responsible for hangings and take downs.
7. Supplies for the work of hanging a collection may be kept at each branch; stock of supplies can be bought with Branch petty cash funds, at the discretion of the Branch Head

# Georgina Public Library Board Policy Manual

8. Library staff may from time to time prepare flyers for art shows with information provided by the artist. Flyers will be available at the branches. Partnership with the Art Centre will be noted on all promotional material.
9. The Director of Library Services will add any information submitted to the Town Page, with the understanding that the Town Page provides space as available.
10. The web page will have current art display information available, as provided to the Branch Head or designate.
11. No works shall be sold through the Library. Artists may leave contact information/business cards for potential buyers. Prices can be provided on a list, not directly on the work.
12. The Library will take no commission of sales and no work can be donated to the Library without consent from the artist for its possible sale in the future. The decision as to the future of any donated piece rests with the Library Board. Any accepted donation must be accompanied by an official appraisal from an art appraiser, at the donor's expense, if the donor requests a tax receipt.
13. Each artist must provide an inventory of the pieces on display, including their wholesale value (retail minus 20%) for insurance purposes. This list will be faxed to the CAO's office from the branch for coverage within our policies. A preset form is available for this purpose.
14. A (form) letter of confirmation shall be completed by the artist, outlining the when, where, and how of the exhibit. The artist needs to understand that there is no special security on these collections.
15. Artist will include a framed biography to include with the exhibit.

## • **Attachments:**

1. Art inventory form
2. Letter of confirmation to the artist
3. Art space inventory

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	February 9, 2007
Board Presentation:	March 22, 2007
Board Adoption:	March 22, 2007

# Georgina Public Library Board Policy Manual

## Georgina Public Libraries – Inventory of Art Display Spaces

### Keswick

1. Tracking is 8' off the ground, much of it above computer workstations which rise 4' off the ground. There are 2 stretches of 24' and one of 56'
2. pieces are hung from moveable clips, and can accommodate up to 30 pieces
3. ladder needs to be borrowed from the arena (by staff)
4. 2 display cases at the entry – locked, glassed in with moveable glass shelves. Suitable for pottery, jewelry, sculpture etc. There are 4 cases, but 2 are regularly used by library staff for displays of books.
5. **Staff contact is Lynn Lefebvre 905 476-5762, ext. 109**

### Pefferlaw

1. Tracking over bookshelves is approximately 3 lengths of 6' and 2 lengths of 2'. There is a little over 2' down from tracking to the bookshelves, but depending how pictures are hung, quite large items can be accommodated.
2. S-hooks available for tracking.
3. **Staff contact is Karen Brohm 705-437-1514**

### Sutton

1. Wall space above bookshelves: 2 continuous strips of wood with small nails – one at 60' and one at 54'
2. Wall space above computer stations – one continuous strip of indented rail.
3. Track in windows, suitable for stained glass hanging – 2 tracks in each of 4 windows for a total of 56'.
4. Plinths for display of ceramics, jewelry, small structures, sculpture etc.: 3 plinths with a display area of 9" cube, and 6 plinths with display area of 17.5" cube. All plinths are 4'6" high from the ground.
5. toolbox containing sundry picture hanging supplies – chain, wire, hammer, screw driver etc.
6. picture hanging spaces are high and would require that a ladder be borrowed from the school
7. **Staff contact: Lorna Gardner 905-722-5702**

10/15/04