



Policy Title:	Art Exhibit Using VAC-Designated Curator
Policy Type:	Public Service
Policy #:	PS 017-02
Policy Authority:	CEO
Effective Date:	May 2011

PURPOSE

The Library provides limited, designated exhibition space for the purpose of presenting a variety of appropriate original art by local artists and for the purpose of helping local artists increase their public exposure.

DEFINITION

“**Local artist**” is defined as an artist who is a resident of the Region of Durham. Preference will be given to an artist who is a resident of the Municipality of Clarington.

POLICY

1. Acceptability of an exhibit is at the discretion of Library Administration or curator designated as such on behalf of the Visual Arts Centre (VAC).
2. The Library (or the designated curator) must approve all items prior to display
3. The Library reserves the right to refuse any exhibit in part or in full.
4. The Library reserves the right to change, re-schedule or cancel exhibits
5. Granting of permission to display materials does not imply Library endorsement of content
6. The Library, Visual Arts Centre and its designated Curator assume no responsibility for theft, loss, damage or destructions of items left for display. Any loss or damage that may occur will not be covered by the Library's insurance plan.
7. Exhibitions will be for a limited time with definite display dates established in advance.
8. The artist may display a price list; however the Library, VAC and designated Curator are not responsible for arranging any sales of work displayed.

EXHIBITION GUIDELINES USING DESIGNATED CURATOR (VAC)

1. Submissions will be invited from emerging (including students) and established local artists.
2. Call for submissions will be made by the VAC-designated curator, through the Visual Arts Centre newsletter and website, the library's communication tools, news releases, letters to arts organizations in Durham Region, and through local high school art departments.
3. The VAC-designated curator will assess and choose the exhibit
4. The VAC-designated curator will ensure that all exhibits adhere to Library policy.
5. Works will be displayed for a period of one to two months, from the first day of the first month, to the last day of first/second month, with no more than two exhibitions per year per artist or per collaborative team.
6. Prior to display the exhibitor will be provided with the Library Art Exhibit Policy, Exhibition Guidelines and Release Agreement.
7. Prior to display, the exhibitor must provide the following information to the VAC-designated Curator:
 - a. Letter of submission;
 - b. Artist's statement;
 - c. Title and description of the proposed exhibition;
 - d. Curriculum vitae/biography/exhibition list/awards;
 - e. Ten (10) slides, photographs, printed digital images or CD showing examples of current work.
8. Prior to display set-up date, the exhibitor must sign a Release Agreement that releases the Library, VAC, and its designated curator from responsibility for any items in the exhibit.
9. The Library's insurance policy does not include works on exhibit. Artists must provide their own insurance coverage. The Library, VAC and designated curator are not responsible for loss or damage incurred while the exhibited items are in the Library.
10. All items placed in the Library are placed there at the owner's risk.
11. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
12. Within two week of being notified that a submission has been accepted for exhibition, the artist must contact the VAC-designated Curator to arrange/confirm exhibit dates.
13. The VAC-designated Curator will document the exhibitions.
14. Any publicity, signage or written material accompanying an exhibit must be approved by Library Administration.
15. The Library may accompany exhibits with items related to the exhibit's theme.
16. No labels, signs, artwork or other material is to be attached to any walls without both the items, and the means of adhesion being approved first by Library Administration. All materials for hanging are to be supplied by the artist.

17. A picture hanging system is provided to display art. Maximum weight for any piece is fifty (50) pounds.
18. All art must be able to hang with a wire. Work that is fragile in nature or whose framing or display arrangement is of questionable durability will be rejected.
19. Original works must include a display scaled to be visible from the library lobby.
20. Works of art on display may be offered for sale with prices established by the artists. The artist is responsible for conducting the sale of any work directly with the prospective buyer, not through library staff, VAC or its designated curator. Works that are not available for purchase must be clearly designated "NFS" (not for sale).
21. Works sold must remain on exhibit throughout the designated period. The artist must notify Administration within forty-eight (48) hours of a sale so that the artwork may be marked as 'sold'.
22. Artists are responsible for setting up and removing their display in accordance with the established schedule set by the VAC-designated curator. If assistance is required, it is the exhibitor's responsibility to arrange such assistance.
23. Artists are responsible to leave the exhibit area neat, clean and in orderly condition.
24. Artists must remove artwork from the Library no later than two days after the end of the exhibit unless the artist has made other, written arrangements with VAC-designated curator prior to the exhibit.
25. In the event that the artist fails to remove artwork within the prescribed time period, the Library and the VAC-designated curator have the right to remove the artwork.