

Stratford Public Library: Art Exhibit Guidelines

PURPOSE

To establish the conditions and context within which Stratford Public Library (SPL) provides display space for local community artists and groups.

EXHIBITS

SPL recognizes the value of local artists to the community and supports local individuals and art organizations through the provision of space when possible. This space enables Library visitors to participate in the creative life of their community.

1. Selection Criteria

Applications are reviewed by library staff using the following criteria:

- availability of space
- community interests and needs
- quality of implementation
- relation to past/future library exhibits or programs
- suitability and fit of physical form; 2D works are preferred at this time

The Library will provide space for exhibits that meet the following criteria:

- responsive to the interests of the community
- compatible with SPL's vision, mission and core purpose
- appropriate to the Library environment and for all ages
- complies with federal or provincial laws and regulations, or municipal by-laws
- free of advertisements or solicitation for recruitment, business or fundraising

Types of displays can include:

- Works of cultural expressions from community groups or organizations, students, and artists, with an emphasis on Perth County & Stratford

2. Application Procedures

The Library welcomes applications from individuals and organizations seeking to display artwork. Preference will be given to exhibitors who live or work in Stratford and Perth County and have an active library card.

Applications are reviewed by library staff on an as-needed basis. No installation will be made until a signed application is received and reviewed.

The Library retains the right to determine the suitability of any proposed exhibit for display, or any part thereof. Application form is available in Appendix A.

Exhibit spaces offered at the Stratford Public Library are found on the main floor and in the auditorium (available to the public when not booked for events). All wall hanging works must arrive framed or wired and ready for installation, where appropriate. Information on available exhibit spaces and accompanying size requirements and preparation is available in Appendix B.

3. Guidelines

- Exhibit space is offered subject to availability and the Library reserves the right to schedule exhibits to maintain all Library functions and operations
- Exhibits are unsupervised and are accessible to the public during the Library open hours, except when the space is required for Library purposes and other functions
- Library staff cannot act as guides for art exhibits
- Patrons interested in purchasing art must contact the artist directly
- There is no fee for the display space, but donations are welcome
- The individual or organization agrees to indemnify and hold harmless the SPL, its employees, and the Board from liability in case of theft, vandalism, or any other loss or damage to the exhibited materials
- The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal
- Artists displaying their work cannot have exclusive use of the space
- It is expected that all items submitted will remain on display for the agreed time, even if sold
- The Library cannot provide storage for the property of individuals or organizations displaying in the Library
- Exhibits may be photographed and displayed on the library's website and social media platforms for publicity purposes, with credit given. The

Library is a public space and as such cannot control the use of photography by library users

- Exhibits will be booked for a 6 week period, unless otherwise specified

4. Installation and Removal

It is the responsibility of the individual or organization to set up and remove the display on agreed-upon dates and to provide all necessary equipment. All wall hanging works must arrive framed or wired and ready for installation, where appropriate. Artists must install and remove their own works, and must have a second person to act as a spotter when using ladders. Library staff are not available to act as spotters. Artists agree to use ladders at their own risk.

The individual or organization will provide at the time of installation a list of pieces in the display and descriptive signs/labels for each of the pieces. Each display shall also include information indicating who prepared it and whom to contact for further information.

5. Insurance and Liability

If exhibitors desire insurance, they must arrange for it at their own expense.

The contact artist is required to sign and accept these Terms and Conditions as soon as the application is approved and prior to the install of artwork.

In the case of group shows, the contact artist or representative is responsible for communicating information contained in this document to other artists.

6. Events

Opening receptions may be arranged in conjunction with the Library's personnel, to be held within the regular opening hours of the Library. Artists wishing to serve alcoholic beverages at an opening are responsible for obtaining a Special Occasion Permit. Costs associated with the opening including refreshments and special occasion permits are the responsibility of the artist. Receptions must be open to the general public in order for room rental fees to be waived.