

LONDON PUBLIC LIBRARY POLICY

Title: Art Exhibits
Policy: Operational
Policy No: O-CP-10

Issuing Date: January 23, 2012

Review: January, 2016

PURPOSE:

The purpose of this policy is to establish the conditions by which the London Public Library (LPL) provides space for temporary art exhibits by artists.

SCOPE:

This policy governs all requests for temporary art exhibit space in the LPL from individuals, community organizations, community groups, schools, etc. This policy does not apply to: donations of art which are governed by the LPL *Public Art Policy*; exhibits which are Library co-sponsored events or programs; and community displays which are governed by the *Meeting Space Use Policy*.

DEFINITIONS:

“art” means original works of art, primarily visual art creations, which may have a multi-media component, whether fixed or freestanding (including but not limited to paintings, pottery, textile works, stained glass, sculptures, photographs), intended to be accessible to the general public in public exhibit space in the Library.

“art exhibit” means a temporary art exhibit, contracted between the artist and the Library for a specific period of time, in public space designated by the Library, and not sponsored by the Library in any way.

“artist” means a new or established artist or artists’ group who has created and wishes to display and/or sell their original works of art.

“exhibit space” means a space designated by the Library where art is intended to be displayed. Exhibit space may include but not be limited to walls, open space, display cases or cabinets provided by the Library.

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POLICY STATEMENT:

It is the policy of the LPL to provide space for art exhibits in order to enhance the public space and demonstrate the Library's role as a cultural institution. Art exhibits are intended to promote cultural understanding, provoke thought and stimulate the free expression of ideas.

Criteria for Selection

1. Preference will be given to local artists (City of London). Requests from artists from outside the City of London will be considered on an individual basis.
2. The LPL will provide space for art exhibits that are:
 - (a) created by an artist and display original works;
 - (b) relevant to London and Londoners;
 - (c) suitable to be viewed by the public of all ages, considering the public nature of the library as a facility and a community meeting place;
 - (d) demonstrate respect for both freedom of expression and human dignity;
 - (e) not in contravention of federal or provincial laws and regulations, or municipal by-laws;
 - (f) respectful of the safety of public and staff; and
 - (g) not primarily intended to be advertisements or solicitations for recruitment, business, political campaigning or fund-raising.
3. The Library reserves the right to refuse any art exhibit. In the event that the whole or any part of an art exhibit is rejected by the Library, a request to reconsider may be submitted by the artist to the Manager, Customer Services & Operations. A further review may be referred to the office of the CEO & Chief Librarian. The final decision concerning art exhibits rests with the CEO & Chief Librarian.

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4. The Library reserves the right to limit the number of exhibits per artist or artists' groups per year, system-wide.

Fees

5. An exhibit fee will be charged in accordance with the terms and conditions of the *LPL Rental of Meeting Space Policy* and *Monetary Charges Policy*.

5.1 A tiered exhibit fee schedule will be established to reflect:

- i) different types of exhibit space available, ie. Exhibit Space and Premium Exhibit; and
- ii) differentiated rates for local artists (City of London) and artists from outside London.

5.2 All fees paid are non-refundable.

5.3 Artists wishing to host an opening will be required to rent meeting space for the event.

6. The LPL will not act as a liaison between artists and the public in terms of selling exhibited art. The LPL will not take part in any exchange which results in money or commissions to agents handling an artist's work.

7. Promotion of the art exhibit is the responsibility of the artist.

7.1 The Library does not prepare advertising, in any form, for art exhibits. The Library does not provide free space in Library publications for art exhibits.

7.2 The Library will post, on its website and bulletin boards, subject to the availability of space, limited information about the art exhibit, provided by the Artist, upon prior approval by the Library. The Library does not assume

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responsibility for the accuracy of the information. The Library may reject the information if it is incomplete or inconsistent with Library guidelines.

- 7.3 The Artists may utilize portable display furniture to advertise the art exhibit in the Library, within proximity of the exhibit space, on the first day of the art exhibit, subject to prior approval by the Library.

Space Access & Security

8. Art must be ready to be displayed. The artist is responsible for the installation of the exhibit and must abide by the specific installation requirements of the LPL.
9. Art exhibits may not always be available for viewing by the public during Library operating hours. Some art exhibit space is located within meeting room space or in spaces that from time to time will be used for other purposes.
10. Art exhibit space is unsupervised. Security for art works cannot be guaranteed. All exhibiting artists are required to sign a waiver of claim against damage prior to the art exhibit being displayed.

Challenged Exhibits

11. Some art exhibits may be controversial and offend some patrons. Person(s) from the community, who wish to express concern about a particular art exhibit, may submit written comments to the Coordinator, Community Outreach & Program Services.
12. Persons from the community who wish to recommend the removal of an art exhibit, or a part thereof, may submit a written request to the Coordinator, Community Outreach & Program Services.

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13. The person(s) requesting the removal of an art exhibit may request that the review be referred to the office of the CEO & Chief Librarian. The final decision concerning the removal of the art exhibits, or a part thereof, rests with the CEO & Chief Librarian.
14. Decisions made about a challenged art exhibit will be communicated to the originators of the request as well as the artist, following completion of the staff review.

Accountability

15. Accountability for the Art Exhibits Policy is vested in the office of the CEO & Chief Librarian as delegated by the Library Board through the *CEO-Linkage Policy*.

BACKGROUND:

The relationship of artist and Library is similar to a room rental but not quite the same as renting a room for private use. The major difference is that temporary art exhibits are **privately sponsored exhibits using public space** and therefore require a different level of scrutiny by the Library before being displayed. The selection criteria and rights of refusal address this higher level of scrutiny. The policy parallels the *Public Art Policy* in this regard. However, there is a relationship with the *Rental of Meeting Space Policy* with regards to the application of fees, responsibilities and liabilities.

INQUIRIES:

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Manager, Customer Services & Operations

Coordinator, Community Outreach & Program Services

KEYWORDS:

RELATED DOCUMENTS:

Public Art Policy

Meeting Space Use Policy

Rental of Meeting Space Policy

Monetary Charges Policy

DOCUMENT CONTROL:

Approved: Art Exhibits and Displays Policy (April 3, 2006)

Revised: Art Exhibit Policy (January 23, 2012)