

# Use of Library Space for Art Exhibits Policy

## 1. Purpose

The Colchester-East Hants Public Library (the Library) offers space for local artists and artisans to show work that reflects the diverse cultures of the community. The space is provided free of charge. The Library wants to encourage individual expression and let visitors take part in the creative life of their community.

This policy describes when, where, and how the Library provides this space for exhibits.

## 2. Where do we use this policy?

We use this policy in all branches of the Library that have the space to show art exhibits.

## 3. Who is this policy for?

This policy is for everyone who wants to show art in a branch of the Library.

This policy is not for donations of art or for permanent displays.

## 4. How do we choose art to exhibit?

Artists who want to show their work in the Library must fill out the *Library Art Exhibit Application Form* (see Appendix A of this policy).

We will review applications as we receive them.

We prefer to show the work of artists who work or live in Colchester or East Hants. We also prefer to show the work of artists who have not already shown their work at the Library.

The Library can limit the number of exhibits for each artist in any year.

To have your work displayed at the Library, it must:

- Be original and free of copyright infringement.
- Fit with the Library's vision and policies.
- Be of a size, material, and content that is acceptable for the Library.

We can refuse any application to exhibit work.

Branch Managers approve exhibits in their libraries. The Library will only contact artists whose works are chosen for an exhibit.

Artists who accept an offer to exhibit their work must sign a *Library Art Exhibition Agreement* (see Appendix B of this policy). The artist and Library will agree on how long the exhibit will last and will note that in their agreement.

Artists who accept an offer to exhibit their work must fill out a *List of Works Form* (see Appendix C of this policy) on the day of installation.

## **5. Art Exhibit Space**

The Library does not charge the artist to display their work.

The Library does not charge the public for exhibits. Exhibits are open to the public only when the library branch is open. Library staff do not have to give tours of exhibited works.

When an artist displays their work in the Library, it does not mean that the Library agrees with the ideas expressed in those works.

## **6. Comments/Questions**

People can send their comments and questions about the Library's *Use of Library Space for Art Exhibits Policy* to their [local branch manager](#).

## **7. Related Documents**

Appendix A: Library Art Exhibit Application Form

Appendix B: Library Art Exhibition Agreement

Appendix C: List of Works Form

Board Approval Date: June 26, 2018;

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