

Public Art Display Policy

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Purpose

To establish the responsibilities and process by which Burlington Public Library provides space for art exhibits.

Scope

This policy applies to any group or individual wishing to place an exhibit in Library premises.

This policy includes exhibits which are free-standing, placed in cabinets or display windows, attached to Library walls, or attached to exhibit panels owned by the Library.

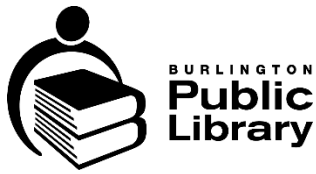
Definitions

Art Exhibits: Presentations of artwork created by professional artists and artisans whose careers are established, mid-career or emerging. The exhibit will present a series of artworks with a cohesive vision that displays an understanding of contemporary art.

Exhibitors: May include artists, makers, artisans, organizations, guilds, groups, collectors, schools, and City of Burlington departments.

Statement of Policy

The Library offers limited space for art exhibits which reflect the diverse cultural interests of Burlington and area, and which foster community and individual expression.



An exhibit does not imply an endorsement by the Burlington Public Library Board or its staff.

The Library provides space for exhibits:

- that are responsive to the diverse interests of the community.
- that are compatible with BPL's vision, mission, and values.
- that are suitable for public display in the library environment.
- for the maximum duration of ninety days unless otherwise arranged
- where space is offered and subject to availability

Library Responsibilities

The Library welcomes applications from community organizations and groups seeking to display artwork on library property. Preference will be given to exhibitors who live, go to school or work in the City of Burlington. The process for review and selection of work for an exhibit, and the allocation of space is the responsibility of the Director, Service Design & Innovation. Not every Burlington Public Library branch is able to host art exhibits and the Library is unable to respond to all applications made.

- Exhibits are unsupervised and are accessible to the public throughout library open hours, except when the space is restricted for Library purposes.
- BPL retains the right to determine the suitability of any proposed exhibit for display on its premises and has final authority over the review, selection, and arrangement of all public exhibitions on its premises.
- The Library reserves the right to decline any part of an exhibit or to change the manner of display.
- The Library may require the removal of any item during the period of the exhibit.
- The Library may choose to promote the Exhibit through social media and website channels including using images of the artwork/display.
- The Library accepts no responsibility for loss of, or damage to, artwork.

Exhibitor Responsibilities

The exhibitor shall be responsible to the Board for all damages to the building or equipment and shall indemnify and save harmless the Library Board from any claim whatsoever by or in respect of any persons.

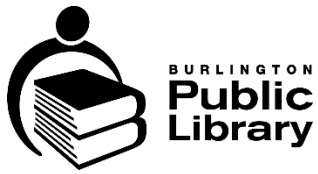
- The exhibitor must assume all responsibility for loss of or damage to their works. It is recommended that all artists have their works fully insured.

- Federal, Provincial and Municipal by-laws and fire regulations must be observed at all times.
- The exhibitor must sign a waiver of liability.
- Publicity must be approved by the Library.
- All art must be properly prepared for hanging and hung in a manner acceptable to the Library.
- The exhibitor is responsible for delivering, displaying, and removing the works on display on the dates outlined on the application.
- The exhibitor may provide typed cards for each piece of artwork, stating the title and medium. Prices may not be attached. The exhibitor may leave contact information and state “please contact for prices.”
- The exhibitor will provide a one-page biography(ies) and description of the display for public viewing.
- Applications to exhibit in Library premises will be made in writing. A digital representation of the work to be exhibited must also be shown. In every case, the Library and the exhibitor will sign a formal written agreement which will detail the rights and responsibilities of each party.
- Exhibitor grants permission to Burlington Public Library to promote the art exhibit and use images in social media and the website.

Prohibited Activities

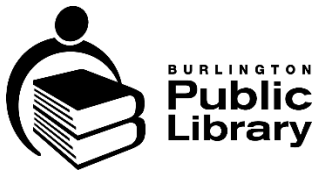
The use of BPL exhibition space may not include or involve any of the activities listed below:

- any violation of the Criminal Code, including:
 - the communication of statements that incite or willfully promote hatred against an identifiable group; or
 - the advocacy or promotion of genocide;
- any violation of the Ontario Human Rights Code.
- any other unlawful activities, or activities that in any way violate applicable library policies, rules, or regulations.
- the use of BPL’s logo or image(s), disbursement or posting of promotional material in Library facilities, or promotion of BPL as partner to the event(s), without prior written consent by BPL.
- advertisements or solicitations for recruitment, business or fundraising or the sale of goods or services without prior written consent by BPL; or,



- any other activities that may unreasonably disrupt Library operations or prevent the lawful use of Library space by other people.

- Effective Date: October 2018
- Projected Review Date: 2027
- Motion #/Date: #18-108, Oct. 17, 2018
- Amended Dates: #23-33, Jun. 22, 2023
- Associated Procedures:



Appendix 1 - Public Art Display Application

Date
Organization Name
Address
Telephone
Description of Exhibit
Preferred Exhibit Dates
Confirmed Exhibit Dates
Insurance Company and Policy Number

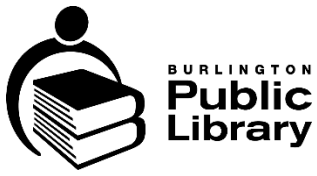
I/we understand and agree to abide by the rules as outlined in the Public Art Display Policy.

Waiver of Liability

I/we agree to defend, indemnify, and hold harmless Burlington Public Library, its employees, and the Board from any liability in case of theft, vandalism, or any other loss or damage to the exhibited materials.

Signature of Applicant	Date
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Please include:



- A list of the artworks to be displayed, including dimensions.
- Digital photos of the original artwork proposed for exhibition.
- Biographies, outlining the background of the artists.
- A description or discussion of the display for the benefit of the public.

Signature of Applicant	Date
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Application Approval:

CEO or Designate	Date
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