

# **POLICY STATEMENT**

## **DISPLAY SPACE USE** in the Library

**APPROVED BY:** Richmond Hill Public Library Board

**DATE:** October 11, 2005

**REVISED:** September 18, 2008

# **RICHMOND HILL PUBLIC LIBRARY BOARD**

## **Display Space Use Policy**

1. Under the authority of the Public Libraries Act, 1984, and subject to the approval of the Richmond Hill Public Library Board, certain spaces may be used by individuals, groups or organizations interested in the promotion of educational, cultural and leisure activities for all Library sites.
  2. Applications for use of display space should be made in writing to the Art Committee or designate at least four months in advance of the proposed display.
  3. The Richmond Hill Public Library reserves the right to accept or refuse a display, or to cancel any display at its discretion.
  4. Proposed displays must fulfil at least two of the four elements of the Library's mandate as expressed in our mission statement: information; recreation; culture and/or education.
  5. The Library will provide space for exhibits:
    - That are responsive to the diverse interests of the community;
    - That are compatible with RHPL's vision, mission and values;
    - That are appropriate to the Library environment.
- The Library will not provide space for exhibits:
- That contravene the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or RHPL policies and procedures;
  - Whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives, unless the display is for the purpose of informing the public regarding community meetings or forums for discussion of community issues;
  - Faith-based materials whose primary purpose and/or content is promoting faith.
6. If the proposed display is of an artistic nature, the Art Committee will assist staff in determining its suitability, based on the criteria previously established for adjudicating permanent and temporary collections. (Appendix A, attached)
  7. All unsolicited art-related requests for the glass display cases or to be hung in any Library will be vetted, prior to acceptance for such display, by two members of the Art Committee, who are to be appointed by the Art Committee, working with a staff member appointed by the CEO.
  8. To facilitate the above, applications for displays of an artistic nature should be accompanied by samples or slides of the artist's work, along with a curriculum vitae and relevant reviews.
  9. Exhibitors are responsible for insuring their works against damage or theft and must sign a waiver relieving the Library of responsibility in these events.
  10. Exhibitors are responsible for setting up the display and for leaving the display case in the same condition as found.
  11. The Library reserves the right to substitute another display should the exhibitors not set up the display in a timely manner as previously agreed to, with the Library Art Committee designate.

12. Exhibitors are responsible for any damage incurred to the Library's facilities. They will be required to indemnify the Richmond Hill Public Library Board against any and all claims which may arise out of or by reason for granting the use of the display cases.
13. Wall space for exhibitions of art or artifacts can be booked on one of two bases:
  - the meeting room in question can be booked for the exclusive use of the artist at the current commercial rate for the room or 15% of the value of the work sold, at the Library's discretion; or
  - the artist or group can "passively" exhibit work on the walls of the meeting room with the Library continuing to book the room to other parties, with a minimum of six weeks booking and 10% of the value of the work sold to be paid to the Library.

**CRITERIA FOR ADJUDICATING SELECTION OF ART**

1. All works of art are to be selected through a majority vote of the members of the Art Committee.
2. Art works may be two or three dimensional and can be executed in any medium.
3. Works to be considered for the Permanent Collection must be deemed to be of professional quality.
4. Both the permanent and temporary collections will focus on works by artists of this Region. Some non-regional temporary collections may be exhibited from time to time.
5. Works of art must be deemed in sufficient and good taste to be shown to the viewing public at both the adult and young people's level. This is not meant to censor controversial works but to consider the public interest.
6. For purposes of the Permanent Collection, if the piece is one of an edition, the work should ideally number within the restricted set termed "original" to avoid large commercial editions of paintings or drawings.
7. Spatial characteristics should not solely dictate the acquisition of a work. However, very large works will be predicated on availability of suitable space.
8. If acceptable storage space and conditions exist, a number of art works greater than that which can be shown at one time could be collected; all works in the permanent collection would then be shown on a revolving basis.
9. The committee should be realistic in its acceptance of works of art which are deemed fragile or very vulnerable. These may be recommended for acceptance, notwithstanding, and notation made to this effect.
10. Evaluation must occur as to extra display requirements (eg. museum quality matting and framing of drawings, prints, etc., stands for sculpture, etc.), lighting, insurance and the cost of maintenance of the works when selecting for either the Temporary or Permanent Collection.
11. Temporary Collections are used by staff to inform/educate the public in general or specific ways. Applications for exhibition may be recommended to Library staff by the Art Committee.
12. Works for either permanent or temporary exhibition may belong to any time period, so long as they are deemed relevant and suitable to such collections.
13. The selection criteria will be reviewed periodically.
14. The Donations Policy of the Richmond Hill Public Library Board is the reference document for all donations.

## **DEFINITIONS**

**Region:** Southern Ontario

**Permanent Collection:** Art owned by the Library Board and exhibited for extensive periods of time in spaces prescribed by the architect in consultation with the Art Committee and approved by the Library Board. The Permanent Collection will focus on pieces of art created in the local region.

**Temporary Collection:** Pieces of art temporarily on loan for public exhibit.

April 6, 1993

