

Approval: CEO Coverage: Exhibitors  
Date Effective: March 1, 2006 Distribution: All Employees and General Public  
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- Background The public art exhibit space in the branches of the Markham Public Libraries (“MPL”) is available to artists for the purpose of exhibiting their work. Art exhibits give artists an opportunity to exhibit and/or sell their work, enhance the environment of the Library, and encourage residents to visit the branches of MPL.
- Definitions “Art Exhibits” refers to temporary exhibits of artworks. In cases of potential permanent gifts, donations or transfers of artworks to MPL, refer to *Public Service Policy V.6 Gifts (Donations) and Sponsorship Policy*.
- Art Exhibits Committee
- 1) The Art Exhibits Committee (“Committee”) consists of the CEO or designate, the Manager, Library Strategy, and up to two Board members.
  - 2) Board members serve on the Committee at the invitation of the CEO of MPL. In January of each calendar year, the CEO may invite up to two Board members who have demonstrated expertise in this area (EL2K.11) to serve on the Committee for a one-year term, beginning each March.
  - 3) The Committee is responsible for receiving and reviewing applications for art exhibits, scheduling art exhibits, and ensuring that exhibited artworks are of sufficient quality and appropriate content for exhibit in the branches of MPL.
  - 4) The Committee reviews submissions for exhibits in September, January and May of each year.
  - 5) The Committee schedules exhibits at its review meetings.
- Art Exhibit Applications
- 6) No exhibit will be reviewed until a copy of the Art Exhibit Application form is submitted by applicants.
  - 7) Applicants must be individuals 18 years of age or older.
  - 8) Art Exhibit Applications must include:
    - a. A list of artworks sufficient in number to cover at least one of the Art Exhibit Areas described in section 21 of the Art Exhibits Policy.
    - b. A description of the artworks, outlining the focus, theme, and/or purpose of the exhibit.
    - c. Selling prices of the art, if offered for sale.
    - d. Dimensions of each artwork.
    - e. Medium of each artwork.
    - f. Artist's brief biography.
    - g. Photographic representations of their work.
  - 9) Art Exhibit Applications must be signed by the individual submitting the Application or by an officer of the organization, if it is a group's Application. It is the responsibility of the signatory to be aware of exhibit policies and to
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- communicate these policies to those individuals participating in the exhibit.
- 10) Once submitted, Applications are held on file by the Manager, Library Strategy, pending the review meetings of the Art Exhibits Committee.
- Art Exhibit Application Review Process
- 11) All exhibits are selected through a majority vote of the Committee.
- 12) Applications are processed on a first-come/first-served basis, with scheduling priority given to local exhibitors.
- 13) The period for temporary exhibits is a minimum of one (1) month and up to a maximum of six (6) months as determined by the Committee. It is expected that all items submitted will remain on exhibit for the agreed time, even if sold, and that sold works will indicate their status as “sold” through accompanying signage.
- 14) Substitutions will not be allowed, unless approved by the Committee.
- 15) No artist or group of artists is guaranteed the same booking time each year. At the discretion of the Committee, an exception may be made to permit a local artists’ organization to sponsor a juried art exhibit or other event, especially in connection with a community celebration.
- 16) The Library reserves the right to determine the number of artworks on exhibit at any time.
- 17) Within two weeks of being notified that a submission was accepted for exhibition, the Applicant must contact the Manager of the MPL branch at which the exhibition is proposed, to arrange the following:
- Finalized exhibit dates.
  - Finalized Installation and Dismantling dates.
  - Other deadlines, especially for promotional purposes.
- Criteria for Selection of Exhibits
- 18) The Committee seeks to present a variety of diverse exhibits by local artists and to promote awareness of local artists, Markham’s arts community and Markham Public Libraries. Residence in Markham is not required, but may be considered in the selection process.
- 19) Works of art may be offered for sale, but this is not a requirement and will not affect decisions by the Committee.
- 20) The Library reserves the right to accept or refuse an art exhibit or to cancel any booking, at its discretion.
- Art Exhibits Areas
- 21) Angus Glen Library (“AGL”): There are two Art Exhibits Areas at AGL designated and normally available for temporary exhibits:
- The Café Exhibit Area is in the Café space on the lower level. It provides three wall surfaces for art exhibits:
    - Café Wall 1: A curved wooden wall 31 feet (9.5 metres) linear feet, appropriate for the hanging of small artworks;
    - Café Wall 2: 21 linear feet (6.5 metres) of drywall.
    - Café Wall 3: 15 linear feet (4.5 metres) of drywall.
  - The Children’s Exhibit Area: 24 linear feet (7.2 metres) of drywall beside

the ramp leading from the main level down to the Children's Area.

Other wall surfaces areas at Angus Glen Library and other MPL branches may also be made available for temporary exhibits, at the discretion of the Committee.

Art Exhibits Hours

22) The art exhibits are open to the public only during Library hours.

23) The facilities must be used only on the date(s) and hours shown on the application and only for the purpose stated.

Installation and  
Dismantling of Exhibits

24) Each exhibiting artist is wholly responsible for the installation and dismantling of his or her artwork exhibit, as scheduled by the Committee and arranged with the Manager of the Library branch at which the exhibit is scheduled to take place. The Library and its staff are not responsible for any aspect of installation and hanging of artworks.

25) The exhibitor assumes total responsibility for the transportation of all work to and from the Library.

26) All frames, armatures and mounting arrangements must be securely constructed. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected.

27) All Library exhibit areas are equipped with art hanging track. All artworks must be hung using the built-in track. No other means of installing or hanging art may be used. Exhibitors are required to provide their own hanging wire, which must be of a plastic-wrapped type to prevent damage to walls. All artworks must include corner pads on frames to prevent scraping of wall surfaces. Any damage to walls is the responsibility of the exhibiting artist.

28) For each art work, the artist is required to provide a display card or title label indicating the name of the work, artist's name, medium and price (if the work is offered for sale). The display cards are to be mounted on the works themselves, not directly on the wall. Tape or pins may not be used to affix anything to the walls.

29) Each artist must leave the facilities in the condition in which they were found. Each artist shall be responsible to the Library for all damages to the building or equipment.

30) If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages and the exhibitor will be billed for staff time.

31) The Library will not house or store the property of any artist. Any materials left in the Library, including packing cases or art works, must be picked up within 24 hours of the end of each exhibit, or the Library may dispose of the items at its discretion.

32) The Library accepts no responsibility for lost, damaged or stolen articles. Exhibits will not be supervised.

Exhibit Publicity and  
Promotion

- 33) All artists must advertise in their own names only, not implying Library sponsorship.
- 34) If the art exhibitors wish to have receptions, openings, artists' talks, etc., MPL's meeting rooms may be booked in accordance with the MPL Room Rental Policy. Application for the use of MPL meeting rooms must be submitted to the Manager of the branch at which the exhibit is taking place, and room booking fees must be paid at the regular rates as stipulated in the MPL Room Rental Policy. Room Rental Application forms are available on the MPL website and in all MPL branches.
- 35) The Committee may ask that the artist participate in a library-sponsored program or presentation to discuss their work.
- 36) Participating artists are encouraged to promote their exhibit through invitations and announcements.
- 37) Markham Public Libraries may arrange for library signage and a website announcement to inform the general community about the exhibit. Permission to photograph and reproduce any work accepted in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
- 38) Signage promoting an exhibit may be posted on Library property only with the permission of the Manager of the Library at which the exhibit is taking place.

Sales of Exhibited  
Artworks

- 39) Exhibited artworks may be offered for sale, with prices established by the artist.
- 40) The artist is responsible for conducting the sale of any work directly with the purchaser. Customers interested in purchasing art works must contact the artist directly. MPL and library staff are not responsible for customer enquiries regarding art exhibits.
- 41) Works that are not available for purchase must be designated "NFS" (Not For Sale).
- 42) Works sold must remain on exhibit throughout the designated exhibit period.
- 43) In lieu of a standard gallery sales commission, Markham Public Libraries requests that in return for the opportunity of exhibition, a contribution equal to 10 percent of the selling price of each work be made to the Markham Public Libraries.

Liability

- 44) The exhibitor unconditionally releases Markham Public Libraries, the Town of Markham, its elected and appointed officials and employees, and the Art Exhibits Committee from any liability in connection with the exhibit.
- 45) Markham Public Libraries, the Town of Markham, its elected and appointed officials and employees, and the Art Exhibits Committee do not accept liability for damages, loss or theft of the materials exhibited.
- 46) Exhibitors using the space assume liability for damages to Town of Markham

property resulting from said usage, as assessed by the Town of Markham.

47) Markham Public Libraries will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

Review of Policy

48) The provisions of this Policy are subject to review by the Markham Public Libraries or the Committee, at any time.

Related Document

Appendix A - Art Exhibit Application