

Brockville Public Library

Policy Type: Operational

Policy Number: **12 - 6**

Policy Title: Facility:
Exhibit Space (The Galleries)

Approval Date: June 23, 2014

Review Date: May 29, 2017

Exhibit Space (The Galleries)

General Policy

As a cultural community facility in the City of Brockville, Brockville Public library invites artisans to display their creative works.

Guidelines

1. The Library offers free designated exhibit space on walls and in cabinets for displays that is:
 - a. responsive to the diverse interests of the community
 - b. compatible with BPL's vision, mission and values
 - c. appropriate for the Library environment
 - d. in compliance with federal or provincial laws and regulations and municipal by-laws
 - e. not advertisements or solicitations for recruitment, politics, religion or fundraising.
2. Gallery space must be reserved in advance by completing an Exhibition Agreement. See Appendix F. (also available at the Library and on the website).
3. The Library selects the appropriate display space for each artist.
4. The Library reserves the right to approve items prior to the date of display.
5. Designated Library staff are responsible for the set-up and takedown of the displays.
2. Insurance for loss and damage is the responsibility of the exhibitor. Artists are required to sign the Exhibition Agreement. See Appendix F.
7. The Brockville Public Library will post exhibit information on the Library website and through social media. The Library will provide in-library space for the artist's promotional resources. An opening reception may be arranged. Event insurance may be required. All other publicity requirements are the responsibility of the artist.

