



Display Areas and Cases

Operational

Policy

The Main Library and the St. Paul Avenue Branch Library have designated areas for material to be displayed and exhibited. Separate areas are provided for pamphlets, brochures, newspapers and magazine materials on bulletin boards and kiosks. This policy also applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises. Exhibits can be free-standing, placed in cabinets or display windows, and/or attached to Library walls. Exhibit space is free and enables library visitors to participate in the creative life of their community, and presents community artists with a valued venue for exhibiting their work locally.

Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Library determines that the display space is needed for Library purposes.

Space permitting, the use of the display areas/cases by community groups and individuals is invited, subject to the following guidelines. The approval process is handled by the Manager of Marketing, Communication and Development, in accordance with the policies of the Library Board. The Library Board reserves the right to refuse any display.

Guidelines

The Library will provide space for exhibits that are:

- Responsive to the diverse interests of the community;
- Compatible with BPL's vision, mission, principles and values;
- Appropriate to the library environment (the library retains the right to determine the suitability of any proposed exhibit for display in its premises);
- Not in contravention of federal or provincial laws and regulations, or municipal by-laws;
- If items are available for sale, no price information is included in the displays, but information about purchase will be available through the library.
- The Library does not apply a commission to the sale of any items covered by this policy.
- An application for Art Display must be submitted in writing to be considered.
- Preference will be given to exhibitors who live or work in the City of Brantford.
- The process for review and selection of work for an exhibit, and the allocation of space will vary by location.
- Display space is offered on a monthly basis.

Insurance

The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign an Exhibit/Display Waiver which releases the library from responsibility for any items in the exhibit.

Application Process

Applications to exhibit in the library will be made in writing to the Manager of Marketing, Communications and Development.

Guidelines for Mounting Art Displays at Brantford Public Library

- Artwork must have wire hangers or other applicable hanging fixtures which will work with the Library's hanging display system.
- Artists must supply their own easels or display stands for free standing art. All artwork is to be hung or set up, and taken down by the artist.
- Pieces to be hung should weigh no more than 15 lbs.
- Ladders or stools will be provided by the Library for use in hanging or removing pieces. Artists are encouraged to post a statement about their works.
- No pricing information can be displayed in the Library.

History

Supersedes: Not applicable

Background documents, related policies: Not applicable

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