

## Topic: Services- Display Space

### 5.2 Artisans Exhibit Policy

Board Motion Number:	<b>17.035</b>
Date of Original Board Motion Number:	<b>October 20, 2008</b>
Date of Current Issue:	<b>May 23, 2017</b>
Date of Next Review:	<b>2019</b>
Attachments: Application Form:	<b>1. Request For Artisans Exhibit</b>

Signature of Board Chairperson (and Date):

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Statement of Policy: To provide guidelines for the exhibition of works of art or other property not owned by the North Kawartha Public Library on Library premises.

1. The exhibit of works of art or other property not owned by the North Kawartha Public Library can be made only with the approval of the Librarian/CEO and/or the Director of Technical Services.
2. Objects accepted for exhibit under this policy must be accompanied by a signed waiver.
3. Placement of the exhibited object is at the sole discretion of the Librarian/CEO and/or the Director of Technical Services.
4. The Library will not accept for exhibit any item that requires physical alterations to Library facilities for exhibition but may accept items that are free standing.
5. The Library reserves the right to judge the importance and suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unimportant or unsuitable.
6. Criteria for refusal to exhibit an item (s) may include:
  - 6.1 lack of suitable space;
  - 6.2 item promotes a private or corporate business for commercial profit;
  - 6.3 item promotes unlawful practices;
  - 6.4 item is contrary to policies, regulations and procedures of the North Kawartha Public Library;
  - 6.5 item is partisan, political or sectarian.
  - 6.6 library requires the space for their purposes.

7. Criteria are to be used as guidelines. Exceptions may be made for items of unusual interest or value or in response to a particular request which fills a need consistent with the aims and objectives of the North Kawartha Public Library.

8. Display Periods

8.1 Items will be displayed for a period of one month from the first business day of the calendar month for the months October through May. June to September will be a two week display period.

8.2 Applications are accepted on a first come, first served basis.

9. Placement and removal of exhibit items is the responsibility of the artisans. Items not removed by the end of the display period will be removed by Library staff if the space is needed.



## North Kawartha Public Library request for artisans exhibit

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: Bus. \_\_\_\_\_ Res. \_\_\_\_\_

Cell. \_\_\_\_\_

Description (pictures if available) of exhibit and date requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit Name: \_\_\_\_\_

Objects accepted for exhibit must be accompanied by a signed waiver unless proof of insurance is provided by the owner.

I, \_\_\_\_\_ (owner's name), fully understand and agree that the North Kawartha Library is not responsible for the care and/or damage to (exhibit name) \_\_\_\_\_ while on exhibit or in the premises of the North Kawartha Library.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For office use only

Approved by:  
Request taken by:  
Date received:  
Date approved:

The Library is not responsible for verifying the accuracy of information except for library information.