

## **Goal**

The Ajax Public Library recognizes the value of local artists to the community and supports local individuals and art organizations through the provision of space when possible. This space enables Library visitors to participate in the creative life of their community.

## **Objective**

The Library provides space for exhibits that are responsive to the diverse interests of the community, foster community and individual expression, within the context of the Library's vision, mission and values, that are not in contravention of federal or provincial laws and regulations, or municipal by-laws and that do not contain advertisements or solicitations for recruitment, business, or fundraising.

### **1. Schedule**

- 1.1 The Library welcomes applications from individuals and community organizations and groups seeking to display artwork. Exhibit space is offered subject to availability and the Library reserves the right to schedule exhibits, especially the necessity to maintain all Library functions and operations. Exhibits are unsupervised and are accessible to the public during the Library open hours, except when the space is required for Library purpose and other functions.

### **2. Available Display Space**

- 2.1 Exhibit spaces offered at the Main Branch are the Rotary Room, and two locked glass display cases.
- 2.2 While the Rotary Room has space for multimedia exhibits, two locked display cases are more suitable for 3-dimensional art including jewelry, pottery, sculpture and fibre art than in the opening area. Both cases feature lighting and adjustable shelves.

### **3. Terms and Conditions**

- 3.1 All wall hanging works must arrive framed or wired and ready for installation, where appropriate. Complete identification, name, title, address, and phone number should appear on, or be attached to the back of each work of art. The Library will supply the necessary hanging equipment (chains, s-hooks, ladder).
- 3.2 It is the responsibility of the individuals or groups to install and remove artwork on the pre-arranged dates and times.
- 3.3 Within a week of receiving application approval, artists are required to provide, in advance, biographical information, artist's statement, and a list of works with title, sample of images, medium, size, and value.
- 3.4 Insurance coverage is the responsibility of the artist.

- 3.5 All exhibits must be accompanied with one page information sheet consisting of artist's statement, brief biography and iconography, if appropriate.

All accompanying materials such as information sheet, title cards, and exhibit brochures must be prepared by the artist, in typed form, and presented in a professional manner.

Art work title card must be in a firm white card format and must be labeled with the following information:

- a. Name of the artist (for group exhibit)
- b. Title of the work
- c. Date of the work (the year or period of its completion: i.e. 2014 or 2012-2014); if date is unknown (usually for historical works), circa is included (i.e. c1919)
- d. Medium (i.e. oil on linen or multimedia on handmade paper)
- e. Size of the work (measurement of outer edge of the piece, includes frames only when it's integral part of the work)
- f. Credit, if the work is loaned (courtesy of Cleopatra) or permission to use the image obtained from the owner or artist (permission to use the image by Cleopatra)
- g. Below is an example of a complete card:

Paul Cézanne  
*The Card Players*  
1892-1893  
Oil on canvas  
38 x 51 inches

- 3.6 All inquiries regarding art sales will be handled directly by the artist or agent. Contact information regarding the purchase of displayed pieces should be included in exhibit brochures. Prices for the works are shown in a brochure only, not alongside the artwork.
- 3.7 The contact artist is required to sign and accept this Policy and its Terms and Conditions as soon as the application is approved and prior to the install of artwork. In the case of group shows, the contact artist or representative is responsible for communicating information contained in this document to other artists.
- 3.8 Opening receptions may be arranged in conjunction with the Library's personnel. Artists wishing to serve alcoholic beverages at an opening are responsible for obtaining a Special Occasion Permit and complying with the Ajax Public Library's Alcohol Policy, including the use of a smart serve trained bartender. Costs associated with the opening including refreshments and special occasion permits are the responsibility of the artist. Opening Receptions must be open to the general public in order for room rental fees to be waived.
- 3.9 The Library strives to create a welcoming environment for visitors of diverse ages and background. The Library retains the right to determine the suitability of any proposed exhibit for display and has final authority over the review, selection, and arrangement of all public exhibitions on its premises. The Library reserves the right to reject or remove any works or art which are deemed unsuitable for library display, for public viewing, or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users.

In the event that the whole or any part of an exhibit is rejected by the Library or a general public, a request to reconsider may be submitted in writing to the Manager of Public Services or designate.

**Ajax Public Library  
Art Exhibit  
Terms and Conditions**

<b>In Agreement with:</b>	
<b>Dates of display/exhibit:</b>	
<b>Pick-Up of Works:</b>	

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|-----------|---|
| <b>1.</b> | All artwork must be wired and framed (where appropriate) for display. The Library must approve all other method of installation and materials used. Stands and other fixtures, if used, must be pre-approved by the Library and provided by the artist.   |
| <b>2.</b> | All inquiries regarding art sales will be handled directly by the artist or his/her agent.  |
| <b>3.</b> | While the works are on the premises of the Ajax Public Library, the Artist hereby releases and saves the Town of Ajax, and the Ajax Public Library, harmless from any claim or cost whatsoever resulting from the loss or theft or damage to the work regardless of the cause of such loss, theft, or damage. |
| <b>4.</b> | Insurance coverage is the responsibility of the artist.   |
| <b>5.</b> | A complete list of works with titles, media, size and sample of images to be on display must be provided a minimum of seven days in advance of the show.  |
| <b>6.</b> | Nothing herein shall create any agency, joint venture, or employer/employee relationship between the Ajax Public Library and the Artist.  |

**The Ajax Public Library**

**The Artist**

<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>