

Salt Spring Island Public Library

129 McPhillips Avenue, Salt Spring Island, BC V8K 2T6
<http://saltspring.bc.libraries.coop/>



art@saltspringlibrary.com 250-537-4666

Art Exhibition Agreement

Artist and/or Group Name and Contact Person: _____

Address: _____

Phone - Work: _____ Home: _____ Mobile: _____

E-mail: _____ Alternate contact: _____

Exhibition Dates: _____

Setup Date and Time: _____ Take-down Date and Time: _____

Meeting Date with Art Committee to Finalize Exhibit Details: _____

Deadline for Publicity (Website and Poster): _____

Any Special Requirements? _____

Please indicate your preferences:

Display Case Program Room Art reception Art talk Children's Art Program

OTHER ? please specify _____

Please briefly describe the exhibit. Attach a list of items for display, as well as images and examples of your work.

The Library reserves the right to determine suitability of the exhibition. Please refer to Library Policy and Responsibilities on reverse page

Note:

- The Artist or Display coordinator is required to become a Library Member before the show is displayed.
- Program Room exhibits can only be viewed when the Program Room is not in use.

I have read and agree to abide by these guidelines.

Signature of Artist or on behalf of Group _____ Date _____

Signature on behalf of the Library _____ Date _____

Salt Spring Island Public Library Policy: Displays and Exhibits

Policy Statement

The purpose of this policy is to guide the placement of all art, permanent or temporary, which is to be located in the Library building or on the Library grounds.

General Policies on Art Works in the Library

- The Library retains an overriding unfettered discretion to select or reject any work at any time.
- We will strive to select original works for placement that exhibit excellence in design and execution.
- We encourage a wide variety of media and a variety of artistic expression. We are open to new ideas.
- Works must comply with all applicable criminal and civil laws including, but not limited to, laws relating to intellectual property protection and obscenity.
- We will preserve permanent works to reasonable standards and bear the costs of doing so.
- Works must not be hazardous or unduly fragile.
- We will give preference firstly to resident artists and secondly to others strongly connected to the island.
- Display restrictions may apply to large or to three-dimensional pieces.

Artist/Group Responsibility

1. Accept responsibility for Insurance coverage.
2. Accept responsibility for loss or damage of any kind.
3. If the artist hosts an opening event in conjunction with the exhibit, arrangements must be preapproved and cleaning charges may apply. The artist/group provides refreshments and liquor license, etc.
4. Provide art images, write-up of show, and artist photo for poster by email 3 weeks before opening.
5. Grant the Library permission to photograph and publish, for publicity purposes, any work accepted for exhibition.
6. Accept responsibility for any installation costs.
7. Bring artwork at appointed date and time and ensure there is adequate help to hang the show.
8. Ensure all items have typed labels indicating price, medium, and artist name.
9. Provide a statement of no more than 100 words for display.
10. Provide the Library with a list of all items for display, including titles, sizes, and prices (if applicable).
11. Ensure that all items for display are framed with proper mounting hardware, unless otherwise arranged.
12. Remove the show at the end of the exhibition date at the agreed time and date.
13. Art work may be offered for sale at the discretion of the artist and the artist will be responsible for all sales. Records of sales must be submitted to the Library.
14. Sold artwork must remain until the end of the show.

Library Responsibility

1. The Library reserves the right to cancel any exhibit at any time.
2. The Library will take all precautions to ensure the care and safety of all work on exhibit. The Library cannot, however, assume responsibility for loss, theft, or damage occurring during the exhibition. Insurance coverage is the responsibility of the artist.
3. A 15% commission on art sold is payable to the Library at the end of the show.
4. The Library does not collect payments for art sold. Payments for art sold should be made directly to the artist.