

Salt Spring Island Public Library

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



programs@saltspringlibrary.com 250-537-4666

Art Exhibition Agreement

Note: Filling in a form does not guarantee a booking

Artist and/or Group Name and Contact Person: _____

Address: _____

Phone - Work: _____ Home _____ Library Card #: _____

E-mail: _____ Alternate contact: _____

Exhibition Dates: _____

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

Publicity Deadline (Website and Poster) 15th of month before exhibit: _____

Any Special Requirements? _____

Please mark your space preference: Display Case Community Program Room

Please indicate any events taking place during the show: Art reception, Art talk, Children's Art Program

Reception/Special Event Date/Time: _____

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 Library may use images of displayed art on its website and social media as well as for promotional purposes.
- 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 _____

The information on this form is collected by the Salt Spring Island Public Library under the authority of BC's Freedom of Information and Protection of Privacy Act, s.26, and the BC Library Act, the information will be used to provide you with library services and information.

Should you have any questions about the collection of this personal information please contact SSIPL Privacy Officer, privacy@saltspringlibrary.com, 250-537-4666.

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.
- Any material that might be interpreted in any way as cultural appropriative in nature should not be submitted. From a position of respect for all cultures, we reserve the right to have said piece removed immediately with no further explanation needed other than that it has been deemed potentially sensitive material. Any such decision and ensuing action should be handled professionally and under the agreement of both parties hereto forth in complete confidentiality.
- 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.
- The Library may use images of displayed art on its website and social media as well as for promotional purposes.

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. **Does not mark or damage the wall. Any kind of tape, pins, tacks, nails are prohibited.**
8. Bring artwork at appointed date and time and ensure there is adequate help to hang the show.
9. Ensure all items have typed labels indicating price, medium, and artist name.
10. Provide a statement of no more than 100 words for display.
11. Provide the Library with a list of all items for display, including titles, sizes, and prices (if applicable).
12. Ensure that all items for display are framed with proper mounting hardware, unless otherwise arranged.
13. Remove the show at the end of the exhibition date at the agreed time and date.
14. 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.
15. Artists must have a valid library card. Those without one or with an expired card can obtain one for free at the circulation desk.
16. 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.