

**POLICY: USE OF LIBRARY SPACE FOR ART EXHIBITS POLICY**

**SECTION: Section II – General Policies - Miscellaneous**

**MOTION#/DATE: 07 - 095 – May 14, 2007**

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**Effective Date**

May 14, 2007

**Policy Objective**

To establish the conditions and context within which Toronto Public Library provides space for art exhibits by local community artists.

**Underlying Principles**

Through its collections, the Library provides access to a wide range of expressions of imagination, knowledge, creativity, intellectual activity and thought, in a welcoming and supportive environment. The Library also does this by providing space to local community artists for the display of their work. This ~~free~~-exhibit space enables Library visitors to participate in the creative life of their community, and presents community artists with a valued avenue for exhibiting their work locally.

The Library has related policies that govern the rental of its auditoria, meeting rooms and theatres, as well as the display and distribution of community information to the public.

**Policy Statement**

The Library is pleased to provide ~~free~~-space at a nominal fee for art exhibits which reflect the diverse cultural interests of the City and its neighbourhoods, and which foster community and individual expression.

The Library will provide space for exhibits:

1. that are responsive to the diverse interests of the community;
2. that are compatible with TPL's vision, mission and values;
3. that are appropriate to the Library environment;
4. that are not in contravention of federal or provincial laws and regulations, or municipal by-laws;
5. which do not contain advertisements or solicitations for recruitment, business or fund-raising.

The Library welcomes applications from individuals and from community organizations and groups seeking to display artwork on Library property. Preference will be given to exhibitors who live or work in the City of Toronto. The process for review and selection of work for an exhibit, and the allocation of space will vary from location-to-location. The Library's preferred approach is to work in partnership with the local arts councils or other local arts groups to review and select work for exhibit in accordance with this policy.

Exhibit space in branches is offered subject to availability, and taking into account the Library's own needs, especially the necessity to maintain all usual Library functions and operations throughout the period of the exhibit. Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for Library purposes.

Insurance is provided. It includes theft, fire, smoke and water damage for exhibit items for which the exhibitor has provided a written value and which the Library accepts. The Library reserves the right to request an appraisal for any exhibit item.

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 in its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises. The Library reserves the right to reject any part of an exhibit or to change the manner of display. In particular, exhibits must be reviewed within the context of the public space and its users. The Library may require the removal of any item during the period of the exhibit.

In the event that the whole or any part of an exhibit is rejected by the Library, a request to reconsider may be submitted to the City Librarian's Office.

The Library does not apply a commission to the sale of any items covered by this policy.



### **Fees**

The art exhibit fee is \$20/month. The fee is waived for co-sponsored art exhibits, e.g. children's art from local schools.

### **Scope**

This policy applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises.

This policy excludes:

1. the TD Gallery located at Toronto Reference Library;
2. Library-initiated exhibits that are developed by the Library for specific purposes;
3. events/programs sponsored by the Library or delivered in partnership with the Library on site or off site (e.g. conferences);
4. exhibits offered as part of programs presented by other organizations in Library premises where space is rented under the terms and conditions of the *Auditorium, Meeting Room and Theatre Rental Policy*.

### **Application**

This policy applies to any individual or group wishing to place an exhibit in Library premises.

### **Specific Directives**

Applications to exhibit in Library premises will be made in writing. In every case, the Library and the exhibitor or the exhibiting group's representative will sign a formal written contract which will detail the rights and responsibilities of each party.

This policy includes exhibits which are free-standing, placed in cabinets or display windows, attached to Library walls, shelf-ends, bulletin boards or general wall-space, or attached to exhibit panels owned by the Library or provided by the Exhibitor.

All exhibits must be presented appropriately for public display and according to the requirements of the Library as described in the policy and the procedures of the branch where the exhibit is placed.

## **Accountability**

**The Director, Branch Libraries** is responsible for exhibits in Library branches.

**The Director, Research and Reference Libraries** is responsible for exhibits in Toronto Reference Library and the North York Central Library.

## **Appendices**

Appendix 1 – Inquiries

Appendix 2 – References



Appendix 1

## Inquiries

**The Director, Branch Libraries** – for exhibits in library branches.

**The Director, Research and Reference Libraries** – for exhibits in Toronto Reference Library and the North York Central Library.



Appendix 2

## **References**

TPL Auditorium, Meeting Room and Theatre Rental Policy  
TPL Displaying and Distributing Information for the Public Policy