



## Art in the Library Policy

Policy Number: O I 19-48

Policy Approval Date: June 10, 2019

Policy Review Date: June 2023

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### DEFINITIONS

In this policy:

Local refers to the Muskoka/Parry Sound area.

### OBJECTIVES

The Huntsville Public Library welcomes local artists to exhibit their work in the Library. The Library supports the display of art that:

- Enhances the visual appeal of the Library for the community by creating a cheerful and beautiful place to visit.
- Encourages the local artistic community by providing a space to display their creative works.
- Encourages creativity and exploration in the visual arts in youth by providing a venue to display their works.
- Attracts new visitors to the Library.
- Fosters the diverse interests of the community.
- Does not contain advertisements of solicitations.

### GUIDELINES:

1. Art in the Library Working Group coordinates display of the work of local artists. The working group includes the eLibrarian, Youth Services Librarian, CEO and a representative from the Huntsville Art Society who:
  - Coordinate the review of the work of those artists who wish to display their work in the Library.
  - Set the schedules.
  - Complete grant applications for new initiatives and opportunities.
  - Report regularly to the Library Board.
2. Displays will typically be two (2) months for adult work and one (1) month for youth.

3. Special consideration is given to local artists and artisans.
4. Artists wishing to display must submit an application that will be reviewed by the curators. If accepted the artist will be notified by telephone or email of the dates of his/her exhibit, and the dates and times of hanging, reception, and takedown. The Youth Curator will coordinate the display schedule for schools.
5. All wall hanging works must arrive ready for installation. Artists are required to use the Library's in-house hanging system. A display case is available for other media.
6. Artists are responsible for hanging their work under the direction of a curator during agreed scheduled times.
7. Huntsville Public Library will not act as agent for exhibitors.
8. Artists wishing to display material in the Library will be required to sign an 'Exhibit Waiver of Claim' form assuming full responsibility for their displayed materials and releasing the Library from any liability.
9. Huntsville Public Library assumes no responsibility for loss, theft or damage of exhibits while on Library premises.
10. Exhibitors will be held responsible for any damage caused by the display of exhibits.
11. Exhibitions will be promoted using these resources:
  - The Art in the Library webpage and social media tools.
  - Library posters
  - The Display Board
  - A media alert to local groups
12. Displays may not be accepted for the following reasons:
  - Lack of suitable, safe display space on the Library premises
  - Object promotes a private or corporate business
  - Display is contrary to the policies and procedures of the Huntsville Public Library Board
13. Art Donations

The Huntsville Public Library currently owns artwork that may be displayed in the Library or be stored for future use. From time-to-time the Library is offered gifts of artwork, including paintings, photography, textiles, and three-dimensional works such as statuary. When considering the suitability of a donation, the Library will use the following criteria:

- The artist of the subject of the work has a direct connection to Huntsville
- The gift is in good condition and does not require any restoration or repair
- Paintings or other items intended to be hung are framed or suitably prepared for hanging or display
- The Library has space to display or store the work

When a decision has been made that a work of art is suitable for the Library's collection, the Donor must agree on the following conditions:

- Gifts must be unconditional, transferring ownership and all rights of ownership to the Library.
- Gifts are accepted only with the understanding that the Library has the right to determine retention location and other considerations relating to the use or disposition of the donated gift.
- The Library may display the gift or not.
- The Library may sell the item and use the proceeds for any purpose appropriate to the Library's mission.
- The Library may transfer ownership to any other person or agency it deems appropriate.

The Library will not supply Income Tax receipts for donations without an appraisal by a recognized Art Appraiser. Donors are responsible for having their gifts appraised for Income Tax purposes, and the cost of any appraisal must be borne by the donor. Only appraisals that are not more than 12 months old will be accepted. No appraisal is necessary if the donor does not need an Income Tax receipt.

The Library reserves the right to refuse a donation that does not meet the collection criteria or the previous conditions.

## **RELATED POLICIES & DOCUMENTS**

Request to Exhibit Application

Exhibit Waiver of Claim

HPL Art Donation Form

Materials Selection Policy

Local History & Genealogy Policy

Town of Huntsville Donation Appraisal Form

## **POLICY HISTORY**

Approved by the Board June 10, 2019 | O19-00

Revised and Adopted December 12, 2016 (Motion: 16-102)

April 13, 2016 | Motion 16-38

March 16, 2015 | Motion 15-38

June 11, 2012 | Motion 11-32