



## Board Policy Application to Exhibit Art

### Use of Library Space for Art Exhibits

The purpose of this policy is to establish the conditions and context within which, Vancouver Island Regional Library provides space for art exhibits by local community artists. VIRL enriches lives and communities through universal access to knowledge, lifelong learning and literacy.

**Branches with adequate space may provide display or exhibit space to their local communities.** Application to use designated spaces should be in writing.

The Board accepts materials within the following guidelines:

1. Application for display space must be made to the Library Manager by individuals or groups;
2. Preference is given to displays and exhibits promoting interests in the Library's collections, or information services, or mission of the Board and is appropriate for all ages;
3. Beyond the application process, the display requires no staff time or direct expense to the library;
4. All art is 'display ready', suitable for exhibition in unprotected public areas accessible to all and is suitable for the specific environment;
5. The exhibitor is responsible for delivery, set up and removal of all art, as well as the means for displaying;
6. The displays are for a specific time period (6 weeks);
7. Sales of art are not permitted;
8. Insurance is supplied by the exhibitor.

The Board, its employees and agents are not responsible for loss, damage or theft of displayed items.

**Board Policy**  
**Application to Exhibit Art**

<b>Library Branch:</b>		<b>Date of Application:</b>	
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<b>Applicant's Name:</b>			
<b>Organization (if applicable):</b>			
<b>Address:</b>			
<b>City:</b>		<b>Province:</b>	
<b>Postal Code</b>		<b>Phone:</b>	
<b>Email:</b>			

<b>Brief Description of Exhibit (type of exhibit, medium, number of items, space requirement, target audience, etc.):</b>

<b>Brief Artist Biography:</b>

**Samples of Work (Electronic Format Preferred)**

Please submit recent samples (websites are not valid submissions) that are representative of the artwork that you would like to display in the branch (minimum of 3 samples) in the following formats:

- .jpg files (via email)
- Quality photographs

## **Schedule A**

Conditions under which the article(s) are accepted by Vancouver Island Regional Library:

1. The exhibitor warrants that (s)he has the authority to deliver the article(s) to the library subject to these conditions.
2. Delivery of the article(s) to the library is for the purpose of display.
3. Delivery of the article(s) to the library is for the period of time specified in the Board Policy: *Use of Library Space for Art Exhibits*.
4. While the library is in possession of the article(s) it shall not be required to exercise greater care of the article(s) than a reasonable owner would exercise for the care of his or her own goods.
5. The library undertakes no liability for any destruction, damage or loss of the article(s) however caused unless due to the negligence or willful default of the library or its employees or agents.
6. The exhibitor acknowledges that the library will not be providing any special care and will have no liability in any event for the deterioration, loss, damage, or destruction of such article(s) from any cause whatsoever, including negligence on the part of the library or its employees or agents.
7. The exhibitor shall accept and remove the article(s) from the possession of the library within seven (7) days of the period specified in the application to exhibit. If the exhibitor fails to do so, the library may, at the expense of the exhibitor, deliver the article(s) either to the exhibitor or to any person lawfully engaged in the business of storing goods as a bailee for hire.
8. The provisions of this document ensure to the benefit of and are binding upon the heirs, executors, administrators, successors, and assignees of the exhibitor.

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**I have read and understand the conditions and understand that, if approved, I am responsible for installing and removing my exhibit on the dates approved by the Library Manager and that Vancouver Island Regional Library is not responsible for the loss, theft, damage or injury to the items placed on exhibit.**

**Signature of Applicant:**

**Date:**

<b>Library Employee receiving application:</b>			
<b>Date approved:</b>		<b>Date not approved:</b>	
<b>Signature of Library Manager:</b>			
<b>If application is not approved, the Library Manager will notify the applicant in writing (via mail or email if an email address has been provided on the application), detailing the reason(s) for this action.</b>			