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Purpose: 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 provides space to local community artists for the display of their work to enable visitors to participate in the creative life of their community.

1. Scope

- 1.1. The Library is pleased to provide free space for art exhibits which reflect the diverse cultural interests of Banff and surrounding communities, and which foster community and individual expression.
- 1.2. This policy applies to art exhibits that are offered by individuals, community organizations, or community groups for display on Library premises.

2. Art Exhibit Application Process

- 2.1. Applications to exhibit in Library premises will be made in writing, using the application forms that can be found on the Banff Public Library website or from the Library Director. In every case, the Library Director 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.
- 2.2. All exhibits must be presented appropriately for public display and according to the requirements of the Library as described in the policy.
- 2.3. Completed applications, including 3 samples, must be submitted by email or in person in order to be considered for Library art exhibits.
- 2.4. Selected artists will be given 1 month showings. Depending on response, some artists may be asked to exhibit more than once.
- 2.5. Patrons interested in purchasing a work must contact the artist directly.

3. Art Exhibit Selection Criteria

- 3.1. The work must be compatible with Banff Public Library's mission, vision and values.
- 3.2. The work must be consistent with the principle of respect for the dignity and worth of all people
- 3.3. The work must be original (that is, not copies of works by other visual artists, whether paintings, photographs, illustrations, etc.).
- 3.4. The work must be suitable in scale, material, form, subject and content for the library environment.
- 3.5. The work must be ready for display/hanging. As space is limited, it may not be possible to display all art work that is acceptable. That are not in contravention of federal or provincial laws and regulations or which do not contain advertisements or solicitations for recruitment, business or fund raising.
- 3.6. The exhibitor or artist must sign a waiver form outlined in Attachment 1.

4. Art Exhibit Requirements

- 4.1. The Exhibit space 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.
- 4.2. The Library Director reserves the right to decide the location and extent of the exhibit.



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- 4.3. Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for Library purposes;
- 4.4. The Library retains the right to determine the suitability of any proposed exhibit for display on its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises.
- 4.5. 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.
- 4.6. The Library may require the removal of any item during the period of the exhibit.
- 4.7. Art must be “display ready”, in order to make sure they are safe and well-cared for at library:
 - 4.7.1. Paper pieces framed;
 - 4.7.2. Canvases, if unframed, have finished edges;
 - 4.7.3. If artwork is in a non-traditional format or left unframed/unfinished by design, the artist must present ideas on how to display on the art wall; and
 - 4.7.4. Each piece should be labeled on the back with name of artist and title of piece for easy identification.

5. Publicity

- 5.1. Banff Public Library will publicize exhibits, where possible, in the Library’s program guide and on the Library website.
- 5.2. Any publicity that artists wish to have posted in the Library must be approved in advance by the Library Director in the location at which the work will be exhibited.

6. Responsibility

- 6.1. The Library Director is responsible for art exhibits that are presented at Banff Public Library.
- 6.2. The artist or exhibitor is responsible for the delivery, installation and removal of their exhibits, as well as the means for hanging their work (picture hooks, chains, etc).
- 6.3. The artist or exhibitor is responsible for the purchasing of any art pieces.



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ATTACHMENT 1 – WAIVER OF LIABILITY

WAIVER OF LIABILITY

This Waiver of Liability dated this _____ day of _____, _____ by and between the Banff Public Library ("BPL") and _____ ("Artist") waives any liability on the part of BPL or its employees with regard to a public exhibition by the Artist of his/her works of art ("Works") to be held at BPL during the period _____ to _____.

The Artist hereby agrees to hold harmless BPL and/or its employees and volunteers from any liability for the Artist or the Works during the above period including but not restricted to damage to or theft of the works.

This Waiver stipulates that ownership of works sold during the exhibition shall not be transferred from the Artist to a purchaser until after the Closing Date. Receipts made out to purchasers shall be marked "Deposit on artwork".

It is hereby understood by and between BPL and the Artist that the only intention of BPL is to provide a venue for the exhibition of the Works during the above period and that BPL can accept no responsibility or liability for the Artist or the Works.

This Waiver executed in duplicate. Signatures below indicate agreement between all of the above.

_____	_____
Banff Public Library (BPL)	Artist/Exhibitor