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Policy Title:	Downstairs Gallery Policy and Procedures		R. 28/03/2016 (M2016-18)
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### Policy Statement

The purpose of the Gallery is to support and encourage the local art community by displaying their work while at the same time augmenting the role of the library in the community as a place of interest.

The Gallery is located in the Enever Room on the west and part of the north and south walls, as well as the partial wall between the used bookstore and the room. **The Art Committee is responsible for liaising with the art community, finding local artists and encouraging them to display their work in our Downstairs Gallery.** This group will coordinate the activity with the CEO, who will retain final approval, and report to the Board where appropriate.

### Policy & Procedures

1. Exhibiting artist shall complete the waiver form on the reverse side of the statement and adhere to all of the Downstairs Gallery policies.
2. Appointments to install the artist’s art will be scheduled with library staff due to the need for two staff persons to be working at the time that display are put up and taken down.
3. Once the art work is mounted and up on display, a staff person shall verify the list of artwork created by the artist and ensure that all artwork is accounted for on the railings and walls.
4. Artwork will be appropriately framed or mounted and displayed on the railing on the south, west and north walls. On the east wall, framed works may be suspended using the cables and hooks.
5. Tacks, tape, nails or other items that may mar the walls shall not be used to display art or put up labels. Stick tack can be used to display the name of the work and the artist.

6. Where artwork is for sale, prices will be accessible to the public. A separate price list shall be posted in the artist book in the Enever Room.
7. The set up and removal of each show is the responsibility of the artist(s) and time allocations should be prearranged.
8. Shows may be the work of one or more artists. Priority is given to local talent, however, interesting out of area artists may be included.
9. Occasionally, the Enever Room and the space occupied by the art may be required for a short period to host another Library event. In this case, the artist will be contacted and informed of the event and of the move. The artist will have the option of coming to the library to move his/her pieces or the staff will carefully move the pieces, replacing them in the same order immediately following the event.
10. Prior to the artist taking down their artwork at the end of their showing, a staff person will ensure with the artist, that all of the artwork on the list is in the room.
11. **Artwork shall not be removed during the show without a staff person witnessing the removal of the work or addition of work. Both the artist and the staff person shall initial the art removed or added on the list of artwork included in the book downstairs. This step is taken to offer some security for your art.**
12. Artists may book a reception in the Enever Room, but they are responsible for providing the refreshments. The coffee pot may be used from the kitchen; however, cleanup is the responsibility of the artist.
13. A Gallery sign on the upper level will provide notice of the show including the name of the artist(s) along with their profile and photo (optional). A duplicate of this profile will be hung in the Gallery during the show. The artist is responsible for creating this 8 x 11 poster.
14. **The paintings and items produced by the artist will be sold by the library staff. 10% of the sale price will be kept by the library while 90% shall be given to the artist at the end of the show. The artist shall be contacted about the sale; however, the transaction shall take place at the library. Art will not be removed until the end of the show, at which point the artist will personally hand over the sold artwork to the buyer. A notice indicating that sale transactions are processed with library staff will be placed on the table beside the list of artwork on display.**
15. People interested in showing their work should contact the Art Committee through the CEO. A member of the Art Committee (or a staff person) will review this policy and answer any related questions with the artist(s) requesting a show. If a show is accepted, a date will be scheduled.
16. This policy where applicable also applies to other art displayed in the library.

## **Rules For Hanging Artwork**

- **Please use only the railings and the picture hanging system on the east wall in the Enever Room to display artworks. Permission from the CEO is required to hang artwork on anywhere else in the library.**
- **It is recommended that all artwork information be typed using Arial Font size 12 or larger on labels stating the title of the picture and the medium used to create it. Optionally, the library has a template which may be used.**
- **Labels should be placed on the railing under the pictures using only green painting tape or stick tack so as not to mar the walls.**
- **Price list and biography should be left on the table in the Enever Room.**
- **Waiver and price list should be left with the staff upstairs to place on file.**
- **3 biographies should be made available at the library: one in the hallway at the entrance of the Gallery, one at the top of the stairs, and one downstairs on the table in the Gallery.**
- **A staff member will go over the list of artwork and match it to the displayed artworks soon after the work is first placed in the Enever Room.**