



# Public Art Display Policy

## Statement of Purpose

The Perth East Public Library encourages individuals to use the library's display cabinet to showcase their work so that the community is aware of and supportive of the variety of talented artists in Perth East.

## Eligibility

- Applications for exhibits must be made through the Library CEO and will be processed in such a manner as to provide a variety of displays for the public.
- Library exhibits are viewed by children and adults who have various degrees of maturity; therefore, exhibits on display must meet standards established by the library personnel.
- Library personnel reserve the right to reject any exhibit in full, or in part. Priority will be given to artists who live in Perth East.

## Display Length

- Permanent use of the display area is not permitted by any individual.
- Exhibits will normally be limited to a period of one month with definite display dates established in advance.
- It is the responsibility of the exhibitor to set up and remove the exhibit in accordance to the established schedule. If assistance is required, it is the exhibitor's responsibility to provide such assistance as Library staff will not normally assist in the set up or removal.

## Additional Information

- Artists are encouraged to post a statement about their works.
- The Library's insurance policy covers only items owned by the library. All exhibitors are required to sign an [Exhibit/Display Agreement](#), which releases the library from responsibility for any items in the exhibit.

Policy Type: Operational

Policy Number: OP-19

Approval Date: October 11, 2011

Last Reviewed: February 9, 2016

Next Review: November 2020



## Appendix A: Exhibit/Display Agreement

Name of Artist

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Address

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Phone

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Month Artwork is to be displayed

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Type of Artwork to be displayed

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### Considerations

- The artwork to be displayed must be approved by the Library CEO. Permission for display may be rejected if the artwork is of questionable nature.
- Artwork will be displayed for a one month period of time. Displays are to be removed on the agreed upon date.
- All displays are to be set up and taken down by the artist. If assistance is required, it is the responsibility of the artist to make arrangements for assistance. The library is not responsible for any damage done to the artwork.
- The display cabinet is kept locked at all times and will only be opened by Library Staff.
- The method of displaying the artwork must be approved by the Library CEO such that the display cabinet is not damaged in any way.

Policy Type: Operational

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Approval Date: October 11, 2011

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- The library will not be responsible for any theft or damage. The Library's insurance policy covers only items owned by the library and will not therefore apply to artwork owned by the exhibitor.
- Artwork is for display purposes only. The library does not take items on consignment.
- Please notify the Library CEO at least two weeks in advance if you are unable to fulfill your commitment to display your artwork. This will allow staff to offer the display opportunity to other individuals.

Signature of Artist

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Signature of Library CEO

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Date

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