

## EXHIBITING ARTWORK AT THE AIRDRIE PUBLIC LIBRARY

1. All exhibitions will be by Airdrie and district artists or groups. Exhibits may consist of one or more art forms, or may follow a theme.
  2. Due to the nature of the facility, work considered offensive by the library will not be exhibited. Acceptance and display of any work of art is at the discretion of the library and decisions are final.
  3. Individuals may exhibit no more than once (1) every calendar year, unless the library makes an exception. Each piece may only be exhibited one (1) time in the library.
  4. Artists must give thirty (30) days' notice of inability to produce an exhibition.
  5. Exhibits will be on display for a minimum of eight (8) weeks, except by special arrangements with the library. Once submitted for exhibition, work may not be accessed, exchanged, or removed by the artist or artist's agent without the express written permission of the library's representative. A library representative must supervise the removal of the work.
  6. The work(s) must be delivered "ready to hang": artwork on paper must be framed, all work must be wired 1/3 of the way down to ensure artworks hang flat, and the hanging wire must be taut. Sawtooth hangers should not be used. Each work must be labelled on the back with the artist's name and title of the work. Work that does not follow these guidelines may not be exhibited.
  7. Upon drop-off of artwork, an inventory list form provided by the library must be filled out and signed by the artist. The inventory list includes the artist's name, title of work(s), medium, size, valuation and date checked into the exhibit. This document will be signed and dated by the library's representative and the artist. When the exhibit is dismantled, both the library's representative and the artist will review and sign the inventory list.
  8. No prices are to be displayed in the library with the works of art. Any patrons requesting information will contact the artist directly. The exhibiting artist's contact information will be kept at the circulation desk and will be given out to patrons upon request with expressed permission of the artist. Artists may also display business cards.
  9. Exhibiting artists must have their own insurance; Airdrie Public Library will assume no liability for items exhibited in the library.
  10. Promotion of exhibits will be included as part of the library's regular marketing plans. Artists are welcome to provide a brief biography and/or artist statement, digital photographs of their work related to the exhibit, social media and website links, and business cards for the library to promote the exhibit. Marketing plans, materials, and content are at the discretion of the library.
  11. The artist declares that the work is original that they hold the copyright to the work.
  12. Artists retain copyright of their work; images of the artist's work may only be used for the library's marketing of the artist's exhibition. Photographs of the exhibit may be taken for library records and by the public, as the library is a public space.
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**I hereby acknowledge that I have received a copy of the above policy and agree to abide by and be bound by the policy and the terms and conditions contained herein.**

Dated in the City of Airdrie in the Province of Alberta on this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20\_\_.

\_\_\_\_\_  
Artist's Signature

\_\_\_\_\_  
Library Representative's Signature