



AURORA PUBLIC LIBRARY

PUBLIC ART POLICY

1. PURPOSE

Aurora Public Library (APL) provides access to a wide range of creative and cultural expression, including the provision of public art within its facility.

Aurora Public Library recognizes and values its growing arts community and offers support through the provision of temporary exhibit space. These exhibits enhance the Library environment, providing engaging and diverse art for the pleasure and enjoyment of Library visitors.

Permanent art in the Library, which is owned by the organization, should strive to serve a wide range of interests. Accordingly, it is noted that this role for permanent art collections may not necessarily lend itself to a specific focus on local art or artists.

The Public Art Policy addresses both requirements for the acquisition of permanent public art and for the provision of temporary exhibit space for artists and members of cultural, historical and crafts communities.

2. PERMANENT PUBLIC ART

Permanent public art is owned by the Library and is acquired as a result of either a purchase or a donation. Decisions to acquire works of art through either of these means result from a formal selection and recommendation process.

Recommendations concerning acquisition of permanent art are made to the Library Board by an appointed Art Committee, which in turn uses established selection criteria in adjudicating potential acquisitions. The Terms of Reference for the Art Committee and Selection Criteria are attached, as Appendices A and B respectively.

Aurora Public Library will not purchase or accept works of art with restrictions or conditions. All works of art acquired become the sole property of the Library. The Library Board reserves the right to dispose of any purchased or donated work without notifying the donor or artist.

3. TEMPORARY ART EXHIBITS

The Library welcomes applications from individuals and from community organizations and groups seeking to exhibit artwork for a limited display period. Exhibits are unsupervised and are accessible to the public throughout Library open hours.

The Library retains the right to determine the suitability of any proposed exhibit in its premises and has final authority over the review, selection and arrangement of all public exhibitions on its premises.

Temporary displays will be considered through an application process to Library staff. An Application for Art Display must be completed and signed.

The Library does not bear responsibility for theft or damage of temporary exhibits. Insurance is the personal responsibility of the exhibitor.

An exhibit does not imply an endorsement by the Aurora Public Library Board or its staff. Exhibits must not contravene any federal, provincial or municipal statutes or laws nor be seen to be encouraging contravention of such statutes or laws. Acceptance or refusal of a specific display is at the discretion of the Library.

4. DISPLAY SPACE

The Library is responsible for determining the designated space and the display methodology for both permanent and temporary art. This determination is made with due reference to APL's Community Information Display Policy for other types of materials and APL's Temporary Art Exhibit Regulations.

Related APL Policies

1. Community Information Display Policy
2. Collection Development Policy

Approval Date: February 21, 2018	Motion #: 18.02.17
Effective Date: February 21, 2018	
Date of Last Revision: February 2018	



Aurora Public Library Board
Public Art Policy – Appendix A

ART COMMITTEE: TERMS OF REFERENCE

1. Role of the Committee

- To recommend works of art by purchase or donation for the permanent collection through adjudication based on use of established criteria (see Appendix B).

2. Membership

The Committee will be appointed by the Library Board as required and will consist of:

- One (1) member of the Library Board
- One (1) Library staff member
- Library CEO
- One (1) individual with expertise or knowledge pertaining to the artistic medium under consideration
- One (1) individual designated by the Library CEO, who will act as committee secretary, to attend all meetings and keep minutes as necessary
- A Chair will be elected by the members of the Committee and will serve for the term of office of the Committee

3. Accountability

The Art Committee is responsible to the Library Board and will make its recommendations in accordance with these Terms of Reference.

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PERMANENT ART SELECTION CRITERIA

The following selection criteria are for use in adjudicating art for the purpose of permanent acquisitions of Aurora Public Library by purchase or donation. These criteria are to be applied in the context of the broader Public Art Policy.

1. All works of art are to be recommended to the Library Board through a majority vote of the members of the Art Committee.
2. Works being considered for the permanent collection must be deemed to be of professional quality, considered singularly original and executed in a medium approved for maintenance.
3. Works of art may be two or three dimensional and may be executed in any medium, with due respect for the limited opportunities to display three dimensional and fragile materials.
4. Works of art must be deemed to be in sufficient and good taste to be shown to the viewing public of all ages. This is not meant to censor controversial work but to ensure consideration of the public nature of the Library as a facility and a community service.
5. Evaluation must include consideration of unusual display requirements (including matting and framing required, stands for sculpture, special lighting and spatial requirements) and maintenance costs such as annual insurance.

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TEMPORARY ART EXHIBIT REGULATIONS

1. Exhibit space is open to established artists or arts groups, new artists, students, historical and cultural groups and guilds, subject to the terms and conditions below.
2. Applications for temporary art displays should be made to the Manager, Community Collaboration and must include the following:
 - A list of artworks to be displayed, including the actual dimensions. If a work has sold prior to exhibit, a similar piece may be substituted
 - A CD or USB key (high resolution images) or prints of the artwork to be considered for display. If physical prints are submitted, at least two digital high resolution images must be emailed along with the application
 - A curriculum vitae of the artist and any relevant reviews
 - A description or discussion of the display's benefit to the viewing public
3. Ownership of the art will at all times remain with the artist.
4. Exhibitors may not transfer an exhibit reservation to another exhibitor.
5. Exhibitors are responsible for obtaining insurance for their works against damage or theft and must sign a waiver relieving the Library of responsibility in these events. Displays will not be supervised or otherwise secured and are accessible to the public during the Library's open hours. The Library will not be responsible for the security of an exhibit. Exhibitors shall have no right to a claim for loss or damage to artworks in whole or in part against the Aurora Public Library Board.
6. Exhibitors are responsible for installing the display and leaving the display area in the same condition as found, under the supervision of Library staff during agreed upon scheduled times.
7. All wall hanging works must arrive framed or wired and ready for installation.
8. Labels may not be affixed to the walls or to the hanging artwork.
9. Exhibitors are responsible for any damage caused to the Library facility by installation or removal. They will be required to indemnify the Aurora Public Library Board against any and all claims which may arise out of or by reason of granting the exhibitor use of the display space.

10. The Library will not act as an agent with respect to the sale of any work by the artist(s) and therefore works are not displayed with pricing information. The artist(s) may provide contact information in a brochure or similar promotional material that will be made available to the public during the exhibit.
11. Exhibitors must advertise their exhibit in their own name, not implying Library sponsorship.
12. The Library may arrange for promotion through various media, including print, web, social media and video.
13. The Exhibitor may arrange for a public art opening, under the supervision of Library staff, during agreed upon scheduled times.
14. Exhibits not dismantled within the approved timeframe will be removed by the Library without any liability or assumption of risk by the Library. All works will be disposed of if not claimed within one (1) week of removal.
15. The Aurora Public Library Board reserves the right to accept or refuse a display, or to change, cancel or remove any display at any time, at its discretion.
16. These regulations are subject to review by Aurora Public Library at any time.



Aurora Public Library

APPLICATION FOR TEMPORARY ART DISPLAY

Date of Application: _____

Name of Artist or Group: _____

Contact Person/Applicant: _____

Address: _____

Home #: _____ **Cell #:** _____

Email: _____

Description of Exhibit: _____

Preferred Date(s) of Exhibit: _____

Name of Insurance Company: _____

I/We understand and agree to abide by the terms and conditions outlined in the Aurora Public Library's *Public Art Policy and Regulations*, dated February 21, 2018. I/We further agree to indemnify fully and save harmless the Town of Aurora, including the Aurora Public Library Board, their officers, agents, officials, and employees, from any and all actions, suits, claims, and demands whatsoever, and from all losses, costs, charges, damages, and expenses, including legal costs on a substantial indemnity basis and disbursements, which may be made by any party against the Town of Aurora, including the Aurora Public Library Board, or which may be incurred, sustained or paid by the Town of Aurora, including the Aurora Public Library Board, in consequence of my acts or omissions in the course of installing or dismantling my art display at Aurora Public Library, or otherwise arising from my use of the space at Aurora Public Library to display my artwork.

By signing below I/we further agree to release, waive and forever discharge the Town or Aurora, including the Aurora Public Library Board, from all actions, claims, demands, debts, costs or liabilities whatsoever with regard to any and all damages that may be caused to my art display for so long as my art display is exhibited at Aurora Public Library, including any periods of storage at Aurora Public Library when my art display is not on public display, howsoever such damage was caused and from any injuries that I may sustain in the course of installing or dismantling my art display at Aurora Public Library.

Signature of Applicant: _____

Date: _____

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Application Approval – Staff Use Only

Approved by: _____ Date: _____
Manager, Community Collaboration

Exhibition Dates: _____

Set-Up: _____ **Dismantle:** _____

Conditions of Use

1. The Library assumes no responsibility for lost, stolen or damaged artworks. It is recommended that exhibitors have their works fully insured.
2. Federal, Provincial, and Municipal laws, by-laws and fire regulations must be obeyed at all times.
3. Publicity does not imply endorsement by the Library.
4. All art must be displayed in a manner acceptable to the Library using equipment provided by the Library only.
5. The exhibitor is responsible for delivering, displaying and removing the works on display on the dates approved in the application.
6. The exhibitor must provide a brochure or similar promotional material providing contact information.
7. Exhibits not dismantled within the approved timeframe will be removed without any assumption of risk by the Library. All works will be disposed of if not claimed within one (1) week of removal.

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