

NORTH PERTH PUBLIC LIBRARY

Operational Policy

OP-15 Exhibits, Displays and Community Information



POLICY PURPOSE

The North Perth Public Library (NPPL) acknowledges its role in connecting our community with information. This policy outlines how the NPPL chooses to temporarily exhibit artwork, or property not owned by the Library in order to support local initiatives and organizations, create welcoming spaces, and encourage visits to the Library.

KEY POINTS SUMMARY

- The display of art and community information at the Library is approved by Library staff based on a set of guidelines including subject matter, space, size, community interest and alignment with NPPL's policies and other relevant legislation.
- Artist(s) or Exhibitor(s) must complete an application and sign the liability waiver to use the Library space to display their works.
- Digital content posted on social media and the Library's website follows the same guidelines as print community information.
- Political information cannot be displayed or distributed at the library with a few exceptions.

POLICY DETAILS

Art Exhibits and Displays Applications

Artist(s) or Exhibitor(s) seeking to display their art at the library are welcome to submit an application via the fillable form in [Appendix A](#) or the [online form](#).

All applications are reviewed by library staff on an ongoing basis using the following selection criteria:

- Space
- Size
- Community interests and needs
- Relation to library services and programs
- Alignment with NPPL's policies and municipal, provincial and federal legislation such as the Human Rights Code.

Preference will be given to those who work or live in Perth County.

Exhibit space is available on the main floor of the Listowel Branch and the space considerations are outlined in the Art Exhibits and Displays Guidelines section.

Art Exhibits and Displays Guidelines

Subject Matter

The Library reserves the right to judge the suitability of objects submitted for exhibition and may refuse to exhibit an item it deems unsuitable. Criteria for refusal to exhibit an item may include:

- Size of item
- Content of item
- Item is contrary to NPPL's policies or municipal, provincial and federal legislation such as the Human Rights Code

Space

- Placement of the exhibit is at the sole discretion of the Library.

- The Library will not display any item that requires physical alterations to facilities, but may accept items that are free-standing or in display cases provided by the artist.
- The Listowel Branch offers three display cases. Each case is approximately 2' 6" L X 3' 6" W with adjustable shelves.

Installation and Removal

Artist(s) or Exhibitor(s) are responsible for the set-up and removal of their displays on agreed upon dates. No installation will be made until a signed Art Display Space Application is received and approved by Library staff.

Artist(s) and Exhibitor(s) will provide a list of pieces in the display and descriptive signs/labels for each of the pieces. Library staff cannot act as guides for exhibits.

Each display or exhibit shall also include information indicating who prepared it and who to contact for further information.

Liability

- The Library accepts no responsibility for supervision of displays and is not responsible for lost, damaged or stolen items.
- Artist(s) or Exhibitor(s) will assume all insurance coverage and liability at their own expense.
- All Artist(s) or Exhibitor(s) are required to sign a waiver absolving the NPPL Board of all claims and damages incurred as a result of the Exhibit – see [Appendix A](#)
- In the case of group displays, the contact artist or exhibitor is responsible for communicating information contained in this document to all parties.

Sales

- Artist(s) or Exhibitor(s) may leave business cards with their exhibit. Prices may not be displayed on the items.
- Customers interested in purchasing artworks must contact the artist directly.

Promotion

- The Artist(s) or Exhibitor(s) agrees that the Library has the right to photograph the Artist(s), their work and exhibit(s) for publication, promotion and documentation; this includes the Library website, media and social media outlets.

Community Information Guidelines

Subject Matter

- The NPPL will collect and keep current information on the services of community agencies and organizations. This includes:
 - Municipal services
 - Community groups
 - Education organizations
 - Health and social service agencies, and
 - Religious, recreation and cultural institutions
- The Library will prioritize the promotion of the programs and services of itself and the Municipality of North Perth.
- Information about events that serve the needs of North Perth will be posted on the Community Events bulletin board.
- The display of material does not constitute the endorsement of any group by the Library or the Municipality of North Perth.
- The Library will not display or distribute the following:
 - Material that contravenes Municipality of North Perth by-laws, the Ontario Human Rights Code, or federal or provincial laws and regulations
 - Retail or wholesale advertisements, private notices, personal services and information about for-profit events
 - Material that advocates a particular political, religious or philosophical position
 - Material, as deemed by staff, not relevant to the community
 - Multiple copies of the same posting on the bulletin board

- Any complaints or appeals will be resolved by the Chief Executive Officer (CEO) or designate.

Maintenance of the Community Board

- The amount of information that may be displayed is dependent on space available and may vary by location.
- Library staff will place, post, and remove all materials at the relevant public information spaces (community events board, brochure racks, etc.)
- The Library does not return unsolicited material or notify a group if their material is not acceptable for any reason, including lack of space.
- All material becomes the property of the Library and the Library reserves the right to dispose of material as it sees fit.

Election Campaign Material

Material whose primary focus is partisan or political in nature cannot be displayed or distributed in the library with the following exceptions:

- Political materials when it announces meetings and forums for discussion of community issues
- During an election the Library will provide an area where all candidates may make available up to 25 copies of their campaign brochures

Electronic Information Sharing

The Library may share community information via its website and social media channels as a way of engaging with community members, patrons and partner organizations, and as an extension of its welcoming and community-minded approach.

The Library approaches online communications consistent with its in-person service delivery, and for the following purposes:

- To deliver library-related information and services
- To promote library collections, programs, events and partnerships
- To raise awareness of community events
- To support municipal and other government public service initiatives

RELATED DOCUMENTS

- OP-04 Confidentiality and Protection of Privacy
- OP-17 Library and Political Elections
- FN-03 Intellectual Freedom County of Perth Joint Accessibility Plan
- Waiver of Liability

SCOPE

This policy applies and affects the NPPL Board, staff, third parties, patrons and volunteers.

Approved by the Library Board: Reviewed: 2005, 2007, 2013, 2014, June 12, 2018, August 2021, June 2021, June 13, 2023, June 11, 2024, November 12, 2024