



WHITBY PUBLIC LIBRARY

doorway to discovery

Policy Type:	Public		
Policy Title:	Displays & Exhibits Policy		
Authority/Created:	CEO	February 15, 2006	Date Revised:

The Whitby Public Library provides access to the intellectual, cultural, educational and recreational activities of the community and provides display venues at the Central Library to stimulate interest in these activities.

Display and exhibit space is available to individuals, schools and community organizations to display their art, handicrafts, collectibles, and projects. The display space is also made available to non-profit organizations for the display of promotional material.

Displays and exhibits are booked in one month blocks and are available on a first-come, first-served basis. Bookings may be made up to two years in advance and are limited to one booking in any one year period.

The individual or organization booking the space is responsible for setting up and dismantling their own display or exhibit. Hooks are provided for hanging art but all other materials (e.g. wire, chain, etc.) are the responsibility of the individual or organization. Library staff are not available to assist with the displays and exhibits.

Displays and exhibits may be mounted on the first open day of the month and must be dismantled by 12 noon on the last open day of the month, excluding Sundays. Any displays or exhibits not dismantled in the timeframe outlined will be removed without any assumption of risk by library staff and if not claimed within one week of removal will be disposed of.

The Whitby Public Library is not responsible for any material or artwork that is lost, damaged or stolen while on exhibit or display.

The Whitby Public Library does not charge for the right to display artwork.

Artists are not to display their works for sale during the exhibit.

The presence of any display or exhibit does not imply an endorsement by the Whitby Public Library Board or its staff. Displays and 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 exhibit is at the discretion of the CEO.

The individual booking the space or a representative of an organization booking the space must sign an agreement stating they have read this policy and agree to its terms.

Available space for displays and exhibits:

Central Library:
Art rail wall (available January – March & July – September)
Glass display case in main foyer