

<b>Title</b>	Art Exhibit, Display and Community Information Policy
<b>Policy Number</b>	CPL-16-16
<b>Policy Type</b>	Operating
<b>Approval Date</b>	November 16, 2020
<b>Review Date</b>	November 2022
<b>Notes</b>	Initially adopted November 21, 2016 and updated November 19, 2018

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## Purpose

Caledon Public Library recognizes its role as a source of information and inspiration to the community. This policy establishes the conditions and context within which Caledon Public Library supports the posting of community information and display space for local community artists and groups.

## Guidelines

### *Art Exhibits and Displays*

Caledon Public Library (CPL) facilitates art exhibits, both in branch and online, as part of its programming and partnership efforts. Applications from individuals and organizations seeking to display art are also welcomed. The CPL Art Exhibit/Display Application and Agreement ([Appendix A](#)) is available via the Library's website. Preference will be given to exhibitors who participate in the Library's Artful Caledon initiative or other Library art-based programs or who live or work in Caledon. No charges will be levied for exhibition space.

Applications are reviewed by Library staff on an as-needed basis and are selected according to the following criteria:

- availability and suitability of space;
- community interests and needs;
- historical significance or representation of emerging trends;
- quality of implementation;
- relation to past/future library exhibits or programs; and,
- suitability of physical form.

The Library retains the right to determine the suitability of any proposed exhibit for display and reserves the right to reject any part of an exhibit.

Artists displaying their work cannot have exclusive use of the space and charges may not be made for viewing exhibits without express permission of the Board.

Caledon Public Library will not act as agents for exhibitors, but may display price lists and information for prospective purchases. It is expected that all items submitted will remain on display for the agreed time, even if sold.

The individual or organization agrees to indemnify and hold harmless, the Caledon Public Library, its employees, the Board and the Town of Caledon from liability in case of theft, vandalism, or any other loss or damage to the exhibited materials. The individual or organization may be held liable for repairs to the Library that is a direct result of damages caused by a display or by its installation or removal. The Library cannot provide storage for the property of individuals or organizations displaying in the Library.

No installation will be made until a signed Art Exhibit/Display Application and Agreement is received and approved. Any applications submitted by a minor must be signed by the legal guardian. The Agreement confirms the following terms and conditions:

1. The Artist(s) or Exhibitor(s) agrees that the branch, location and dates of exhibit will be determined by Caledon Public Library.
2. The Artist(s) or Exhibitor(s) is responsible for delivering art work (or Exhibits) to a specified branch of Caledon Public Library at a predetermined time.
3. The Artist(s) or Exhibitor(s) will install and remove art work/exhibits him/herself under the supervision of a Caledon Public Library staff member. The installation, exhibition and removal of art work or exhibits is the sole responsibility of the Artist(s) or Exhibitor(s), under the supervision of a Caledon Public Library staff member.
4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. 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.
8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.
9. Artist(s) or Exhibitor(s), making use of the Library's online platforms, grant Caledon Public Library permission to upload and share their artwork or exhibit on the library website, social media and other virtual spaces.

### ***Distribution and Posting of Community Information***

Caledon Public Library displays and shares information in the form of pamphlets, posters, brochures or digital materials on behalf of cultural, educational, social service and volunteer agencies serving the Caledon community. The content of the information provided by community organizations does not necessarily reflect the priorities or values of the Caledon Public Library.

The Library reserves the right to assess the suitability and relative importance of submitted display materials and may refuse to display some materials.

The Library will not display or distribute:

- Materials that contravene the Ontario Human Rights Code, federal or provincial laws and regulations, municipal by-laws and/or Caledon Public Library policies and procedures;
- Materials whose primary focus and/or editorial policy is partisan or political in nature and communications from political representatives. However, political materials may be eligible when announcing community meetings or forums for discussion of community issues;
- Faith-based materials whose primary purpose and/or editorial policy is promoting a particular religion;
- Materials that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products or services;
- Materials in unsuitable formats (e.g. oversized materials);
- Fundraising or pledge forms with the exception of local community-based non-profit endeavors.

The number of materials displayed for any group or organization will be limited at the discretion of the Library. The length of time that materials are displayed is subject to demand and space availability. Materials deposited or posted without Library permission may be removed from display.

All material becomes the property of Caledon Public Library. The Library does not accept responsibility for the loss, damage or safe return of materials. Materials will be disposed of at the conclusion of the display period.

The Library may also share community information via its website and social media channels. As per the *Caledon Public Library Social Media Policy (CPL-17-19)*, CPL “will use social media channels to extend the Library’s welcoming environment and provide a venue for communication between customers, partners and library staff in a manner that is consistent with the Library’s mission, vision and service values.”

## ***Public Notice Boards***

The Caledon Public Library provides two types of Public Notice Boards within our branches:

- a) Community Information Boards are provided as a means of sharing local community information. Preference is given to cultural, educational, social service and volunteer agencies serving the Caledon community. Posting of personal notices or notices of items for sale is permitted if space allows and must comply with all limitations listed above.
- b) Caledon Public Library Information Boards are reserved for use by the Caledon Public Library and provide a venue for raising awareness of Library programs, services and collections.

In some facilities, space dedicated to each of the above functions is located on the same notice board.

## ***Information Booths and Community Corner***

The Library permits hosted information and service booths for community groups, non-profit groups, and charities. A dedicated “Community Corner” is located in the Albion Bolton Branch to allow local community service providers to offer regularly scheduled remote services to Caledon residents. Similar opportunities may exist at all library locations.

Written requests for space should be directed as a Program Proposal Form ([Appendix B](#)) to the Manager, Communications and Community Development, including a brief description of the host organization and the purpose and content of the display or services. A Program Agreement ([Appendix C](#)), confirming the responsibilities and deliverables of all parties, may then be drafted.

The Library will provide a designated space, table, and chair. Display units, signs, promotional material and all other supplies are the responsibility of the group.

The booth or other spaces provided by the Library may not be used for sales or solicitation of a commercial product or service. Additionally, library spaces may not be used in support of or to advocate for political or religious purposes.

The guiding principles referenced in the *Caledon Public Library Partnership Policy (CPL-17-21)* will be used in considering the suitability of any organization who is seeking to make use of library spaces as a means of sharing information or services. The Library reserves the right to assess the suitability of the proposed booking and to refuse the request.

## ***Sales, Solicitations & Petitions***

As per the *Caledon Public Library Operational Policy (CPL-16-04)*, “solicitation of donations or the sale of tickets or other promotional materials for fundraising or commercial purposes is not permitted in the Library, with the exception of Library Board or Town of Caledon sponsored events. The Library may allow the sale of merchandise by community partners and sponsors at

library programs and/or events. With the exception of books, such sales shall be considered only in cases when the intended audience is teens or adults. The Library will continue with the distribution and collection of donations for Remembrance Day Poppies at the Library notwithstanding this policy.”

Solicitations by members of the public are not permitted in the Library, either in person, or by petition. Petitions originating with the Library Board or the Town Council are permitted.

### ***Requests for reconsideration***

The provision of exhibits and sharing of information that is balanced and represents diverse points of view may result in the display of materials that some members of the public consider to be controversial in nature.

Individuals or groups who object to materials on display may express their concern by filling out a “Request for Reconsideration” form ([Appendix D](#)) and submitting it to the appropriate staff member. Responses to these requests are guided by the Library’s core value of intellectual freedom, including the following key principle:

Individuals have the right to reject for themselves material of which they do not approve but this right does not extend to allow them to restrict the intellectual freedom of others.

In the majority of cases, the final operational decision regarding exhibits and community information rests with the CEO/Chief Librarian; however, some patrons may subsequently choose to escalate their request to the Board’s attention. In such cases, the request for reconsideration will be received by the CEO/Chief Librarian who will inform the Board of the request and related considerations. The Board is the final authority in such cases. When the review is complete, the individual or group will receive an explanation of the decision from the office of the CEO/Chief Librarian.

Questions regarding this policy, including appeals of unapproved applications for exhibit or display, should also be directed in writing, to the CEO and Chief Librarian.

Office of the CEO and Chief Librarian  
Caledon Public Library  
6500 Old Church Road  
Caledon, ON L7C 0H3  
905.857.1400 X 215  
[CEO@caledon.library.on.ca](mailto:CEO@caledon.library.on.ca)

### **Related Documents:**

- CPL-16-04 Caledon Public Library Operational Policy
- CPL-17-19 Caledon Public Library Social Media Policy

- CPL-17-21 Caledon Public Library Partnership Policy

## Appendix A

# Art Exhibit/Display Application and Agreement



Name of Artist(s) or Exhibitor(s) \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Contact Information:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

A completed Art Exhibit/Display Information Sheet for each Artist has been provided to Caledon Public Library's Communications & Community Development Department:

yes    no

The art work and/or exhibit will remain on display for the period from \_\_\_\_\_ to \_\_\_\_\_ at the \_\_\_\_\_ branch of Caledon Public Library.

Set up of the exhibit will take place on \_\_\_\_\_, 20\_\_\_\_ @ \_\_\_\_\_ am/pm.

Take down of the exhibit will take place on \_\_\_\_\_, 20\_\_\_\_ @ \_\_\_\_\_ am/pm.

1. The Artist(s) or Exhibitor(s) agrees that the branch, location and dates of exhibit will be determined by Caledon Public Library.
2. The Artist(s) or Exhibitor(s) is responsible for delivering art work (or Exhibits) to a specified branch of Caledon Public Library at a predetermined time.
3. The Artist(s) or Exhibitor(s) will install and remove art work/exhibits him/herself under the supervision of a Caledon Public Library staff member. The installation, exhibition and removal of art work or exhibits is the sole responsibility of the Artist(s) or Exhibitor(s), under the supervision of a Caledon Public Library staff member.
4. The Artist(s) or Exhibitor(s) will not cause damage to Caledon Public Library property by installation or removal of art work or exhibit.
5. The Artist(s) or Exhibitor(s) is responsible for insuring the art work or exhibit as it is installed and displayed and agrees that Caledon Public Library will not insure the artwork or exhibit displayed.
6. The Artist(s) or Exhibitor(s) agrees that Caledon Public Library may be required to move any artwork or exhibit from its original installation; as well, Caledon Public Library may require the Artist(s) to remove any art work or exhibit from the Library at any time.
7. 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.

8. The Artist(s) or Exhibitor(s) will provide a completed Art Exhibit/Display Information Sheet prior to the time of installation and descriptive signs/labels for each of the pieces. Each display or exhibit shall also include information indicating who prepared it and whom to contact for further information.
9. Artist(s) or Exhibitor(s), making use of the Library's online platforms, grant Caledon Public Library permission to upload and share their artwork or exhibit on the library website, social media and other virtual spaces.

**DISCLAIMER: I/We further agree to indemnify fully and save harmless the Town of Caledon, including the Caledon 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 Caledon, including the Caledon Public Library Board, or which may be incurred, sustained or paid by the Town of Caledon, including the Town of Caledon Public Library Board, in consequence of my acts or omissions in the course of installing or dismantling my art display at a Caledon Public Library facility, or otherwise arising from my use of the space at a Caledon Public Library facility to display my artwork.**

**By signing below I/we further agree to release, waive and forever discharge Town of Caledon, including the Caledon 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 a branch of the Caledon Public Library, including any periods of storage at the Caledon Public Library facility 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 the Caledon Public Library.**

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Artist, Exhibitor, or Representative (please print)

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Caledon Public Library representative (please print)

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Signature

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Signature

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Date

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Date





## Appendix B

# Program Proposal Form



### Proposal submitted by:

Name:					
Organization Name: (if applicable)					
Website:					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

### Program Type

- |   |   |
|---|---|
| <input type="checkbox"/> Author Reading | <input type="checkbox"/> Single Workshop  |
| <input type="checkbox"/> Lecture        | <input type="checkbox"/> Series Workshop  |
| <input type="checkbox"/> Performance    | <input type="checkbox"/> Discussion Group |
| <input type="checkbox"/> Other _____    |   |

### Intended Audience (please select all that apply)

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Adult   | <input type="checkbox"/> Children    |
| <input type="checkbox"/> Seniors | <input type="checkbox"/> Families    |
| <input type="checkbox"/> Teens   | <input type="checkbox"/> Other _____ |

### Program Title and Description

Please provide a title and brief description of the program, including length and format of program and any requirements for technology or other supports. Please also include any requests to sell or promote products or services.

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### **Program Costs**

Is there a cost to the Library or participants associated with this program? Please note that the Library may opt to recover up to 25% of any participant fee to cover costs related to staffing, marketing etc.

- Yes, a flat fee would be charged to the Library for the program
- Yes, a fee would be charged to each participant
- No, there is no cost to the Library or participants
- Other \_\_\_\_\_

Please provide details of the proposed costs to the Library and/or participants.

### **Experience**

Please summarize your experience in providing similar programming or as it relates to the proposed subject matter. Include any relevant website information or links or attach a resume if preferred.

## Appendix C

# Program Agreement



Name of Program Facilitator(s) or Organization: [Click here to enter text.](#)

Contact Information:

Phone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Website (if applicable): [Click here to enter text.](#)

Title of program: [Click here to enter text.](#)

Date(s) of Program: [Click here to enter text.](#) Number of Programs: [Click here to enter text.](#)

Type of Program: In Person  Virtual  If virtual, please indicate preferred platform:

Description of Program: [Click here to enter text.](#)

Target audience: Children  Family  Tween  Teen  Adult  Senior  All ages

Minimum audience size:                      Maximum audience size:                      Drop in program:

Equipment needs: [Click here to enter text.](#)

Short bio of facilitator: [Click here to enter text.](#)

Fee to participants (if applicable): \$                      OR                      FREE

Total cost to Caledon Public Library: \$

Caledon Public Library requires an invoice for services rendered. Please indicate the preferred method of payment: Cheque                       Credit card

As a program facilitator or organization, I/we acknowledge that:

- **Pictures/video recordings:** Library staff may elect to take pictures and other recordings of the program for marketing, publicity or educational purposes. Pictures and other recordings may be used on various library social media channels, including but not limited to: Facebook, Instagram, ~~and~~ Twitter, YouTube, and Niche Academy; in press releases and on the library website. The facilitator will be informed prior to the event if pictures will be taken and/or, as agreed between CPL and facilitator, will be recorded. All pictures and recordings remain the sole property of the Caledon Public Library, though links to the content can be shared.

- **AODA Compliance:** As a program facilitator/organization/vendor of the Town of Caledon and/or Caledon Public Library, I acknowledge that I have read, understand and am compliant with all accessibility standards under the *Accessibility for Ontarians with Disabilities Act, 2005*, as amended from time to time, and the [Caledon Public Library Accessible Customer Service Policy](#). A copy of the AODA training guide can be found on the Town of Caledon [website](#).
- **Proof of Insurance:** Third parties (i.e. vendors, caterers, performers, etc.) may be required to carry general liability Insurance, as confirmed by library staff.

\_\_\_\_ Insurance required, please attach a certificate of insurance naming the Caledon Public Library and Town of Caledon as additional insured.

\_\_\_\_ Insurance not required.

\_\_\_\_ Other, please specify \_\_\_\_\_

\_\_\_\_\_  
 Program Facilitator or Organization  
 (please print)

\_\_\_\_\_  
 Caledon Public Library representative  
 (please print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

# Appendix D Request for Reconsideration



## Request submitted by:

Name:					
Organization Name: (if applicable)					
Address:					
City:		Province:		Postal Code:	
Phone:		Email:			

Do you represent:

- Yourself and/or your child/children
- An organization (please include organization name above)

What is the title of the material or program of concern? Please include relevant details such as author, publication and/or date and location of event or display.

What is the basis of your objection? Please be specific, cite passages, describe image, program details, etc.

What do you think might be the result of reading/viewing/listening to this material, exhibit or display or attending this program?

Have you read or examined the entire work?  Yes  No  Not applicable  
 Did you attend the entire program?  Yes  No  Not applicable  
 Did you view the display or exhibit in person?  Yes  No  Not applicable

If not, what portion have you viewed, attended, or examined?

What action would you recommend that the Library take in response to this request?

Is there other information that you wish to share or other points of view on this topic that you would like the Library to consider when reviewing this request?

I understand that this Request for Reconsideration will be reviewed within the guidelines of the Caledon Public Library Collection Development Policy (CPL-16-12) and/or the Caledon Public Library Programming Policy (CPL-18-25) and that, as such, the submission of this request may not prompt any changes to the collections, programs or services of the Caledon Public Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Staff Use:**

Date Received: mm-dd-yyyy		Staff member:	
Date Reviewed: mm-dd-yyyy		Staff member:	
Recommended Action:			
Comments:			