

**Policy Number** 5.7  
**Title** Display Policy  
**Section** 5: Services  
**Effective Date** November 26, 2003  
**Review Date** December 1, 2019



---

The Cobourg Public Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display areas of the Library. Space is provided for displays of an educational, cultural, civic or recreational nature, but not for commercial or political purposes. Such space includes: the public bulletin boards, table tops, pamphlet display units, locked display cabinets and the public service desks.

The Library does not necessarily endorse or support the aims or objectives of any group or individual that uses Library display space.

### **Exhibit Space**

Applications for the use of exhibit space (Schedule A) are available at the Public Services desk of the Library. Applications will be considered on a first come first served basis and successful applicants are limited to four weeks per calendar year per group, organization or individual. The Cobourg Public Library shall have the final decision on the content, duration, placement and arrangement of all exhibits. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

It is the responsibility of the exhibitor to set up and remove the exhibit. The mounting of any exhibit must not endanger the health and safety of Library patrons or staff. Exhibits must be removed when required by the Library. The Library will not provide any supplies or staff assistance in the set up or removal of an exhibit. All exhibits must be set up and removed with as little disruption as possible to the operations of the Library.

The Library will not provide storage for the property of organizations or individuals exhibiting in the Library.

### **Bulletin Boards/Pamphlets**

Material for posting or distribution within the Library must be left at the Access desk for approval. The Library is not required to post any material received and reserves the right to remove all posters/pamphlets at any time. The Library will not accept any responsibility for the loss or return of materials to organizations or individuals. Notices to be posted and literature to be distributed will clearly identify the person or organization responsible for the contents.

The size, appearance and quantity of materials donated will be taken into account in determining whether they can be posted or distributed. Limitations may include size, duration of the time for posting, and/or the frequency with which material may be posted or distributed by the same individual or group.

Advertisements for commercial operations are not displayed unless the project is related to the policies and objectives of the Library and the permission of the CEO or his/her designate has been granted.

Advertisements of a personal nature are not posted (lost items, want ads, etc.)

Campaign literature for political candidates is not posted or distributed.

### **Displays of Artwork**

It is the intention of the Cobourg Public Library Board to create an ambiance in its facilities that is comfortable, functional and aesthetically pleasing. To that end loans of artwork may be accepted and displayed in the Library.

Loaned artwork will be covered by a written agreement (Schedule A). The terms and conditions of the loan including the details of: the duration of the loan and the responsibility for insurance, placement, and security shall be as stipulated in the agreement. The legal title of loaned materials shall remain with the owner.

The Library will entertain the requests of local artists interested in displaying artwork in the Library for the purposes of selling their work(s) (local artists are those artists who live in the communities of Cobourg and Hamilton Township). All provisions of this policy will apply. The Library will charge a commission of 15% of the sale price of each piece sold while on the Library's premises (save and except artwork sold in the Library's meeting rooms). Artwork displayed for sale will be covered by a written agreement. (Schedule B).

### **Selection Criteria for Artwork to be displayed in the Library**

All pieces of art, offered on loan to the Library for display, will be evaluated in terms of the following criteria. Not all artwork will meet all criteria. Responsibility for the selection of artwork rests with the Chief Executive Officer or his/her designate. The trustees of the Cobourg Public Library Board have the final authority for approving the display of artwork and reserve the right to prohibit any person or group from displaying artwork.

**Style and Nature:** The art should be appropriate in scale, material, form and content for the Library environment and should complement the building.

**Elements of Design:** The subject, technique and style must be suitable for viewing by all members of the community.

**Durability:** Works of art must be durable. Fragile items are not appropriate for display in the Library setting.

**Maintenance Costs:** It is unlikely that the Library will accept the loan of any artwork if there are associated financial costs to be borne by the Library.

Public Liability: Works will not be accepted that create unsafe conditions or possess other factors that may bear on public liability.

Conditions of Acceptance: The conditions of the owner of a loaned piece of art may preclude its display.

### **Liability**

The Cobourg Public Library or the Town of Cobourg accept no responsibility for the protection, preservation, damage or theft of any item displayed or exhibited on its premises. All items displayed are done so at the owner's risk. All exhibitors are required to release the Library and the Town of Cobourg from any responsibility for exhibited items.

**Approved:** December 1, 2019

**CEO:** \_\_\_\_\_



**Cobourg Public Library  
Exhibit Request Application Form**

Application for the use of display space in the Library will be granted at the sole discretion of the Library.

Applications are granted on a first come, first served basis, and are limited to four (4) calendar weeks per year for any group or organization.

The Cobourg Public Library shall have the final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of an exhibit or to change the manner of display.

It is the responsibility of the exhibitor to set up and remove the exhibit. The mounting of any exhibit must not endanger the health and safety of Library patrons or staff. Exhibits must be removed when required by the Library. The Library will not provide any supplies or staff assistance in the setting up or removal of an exhibit. All exhibits must be set up and removed with as little disruption as possible to the operations of the Library.

The Library will not provide storage for the property of organizations or individuals exhibiting in the Library.

The Cobourg Public Library and the Town of Cobourg accept no responsibility for the protection, preservation, damage or theft of any item displayed or exhibited on its premises. All items displayed are done so at the owner's risk.

**Organization** \_\_\_\_\_ **Name:**

**Applicant** \_\_\_\_\_ **Name:**

**Applicant**                      **Address**                      **&**                      **Phone**                      **Number:**

**Display**    **Space**    **Requested:**

**Date**    **of**    **Exhibit:**

**Description**    **of**    **exhibit:**

---

---

---

I, the undersigned, accept the terms and conditions of the Cobourg Public Library's Display Policy, and any restrictions placed, by the Library, upon my application to exhibit on the Library's premises. I further agree to indemnify and save harmless the Corporation of the Town of Cobourg and the Cobourg Public Library Board and all persons for whom they are legally responsible, from any and all liabilities, damages, costs, claims, suits or actions that might arise as a result of mounting any items for display on the Cobourg Public Library's premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....

Staff use only

Request Approved by: \_\_\_\_\_ Date:  
\_\_\_\_\_

Exhibit to be removed by:  
\_\_\_\_\_



**Cobourg Public Library**  
**Display of Artwork for Profit Agreement**

The Library retains the sole discretion concerning any consideration to display/sell any artwork in its facilities. The Library reserves the right to reject the display/sale of any artwork in its facilities.

The Library will establish all terms and conditions regarding the display/sale of any artwork in its facilities.

The Library reserves the right to reject any part of an art exhibit or to change the manner of display.

It is the responsibility of the artist/owner of any piece of artwork to properly exhibit it. The exhibition of any artwork must not endanger the health and safety of Library patrons or staff. Artwork must be removed when required by the Library. The Library will not provide any supplies or staff assistance in the setting up or removal of artwork. All artwork must be displayed and removed with as little disruption as possible to the operations of the Library.

The Library will not provide storage for artwork that does not belong to the Library.

The Cobourg Public Library and the Town of Cobourg accept no responsibility for the protection, preservation, damage or theft of any item displayed or exhibited on its premises. All items displayed are done so at the owner's risk.

**Organization** \_\_\_\_\_ **Name:**

**Applicant** \_\_\_\_\_ **Name:**

**Applicant** \_\_\_\_\_ **Address** \_\_\_\_\_ **&** \_\_\_\_\_ **Phone** \_\_\_\_\_ **Number:**

**Display** \_\_\_\_\_ **Space** \_\_\_\_\_ **requested:**

**Date** \_\_\_\_\_ **of** \_\_\_\_\_ **Display:**

**Description** \_\_\_\_\_ **of** \_\_\_\_\_ **artwork:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

I, the undersigned, accept the terms and conditions of the Cobourg Public Library's Display Policy, and any restrictions placed, by the Library, upon my application to exhibit/sell artwork on the Library's premises. I further agree to indemnify and save harmless the Corporation of the Town of Cobourg and the Cobourg Public Library Board and all persons for whom they are legally responsible, from any and all liabilities, damages, costs, claims, suits or actions that might arise as a result of mounting any items for display/sale on the Cobourg Public Library's premises. I agree that the Library will keep 15% of the sale price of any artwork sold while exhibited on the Library's premises (save and except artwork displayed in the Library's meeting rooms). I agree that the Library can accept payment, on my behalf, upon the sale of my artwork and will reimburse the remaining 85% of the sale price to me by cheque.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Staff use only

Request Approved by: \_\_\_\_\_ Date:

Artwork \_\_\_\_\_ to \_\_\_\_\_ be removed by:

---