

The Sunroom

Art at the Halifax Central Library

Objective

To establish a complimentary exhibit space for Halifax Regional Municipality visual artists at Halifax Central Library, in partnership with the local visual art community and one of Halifax Public Libraries' leading donors.

Mission Statement

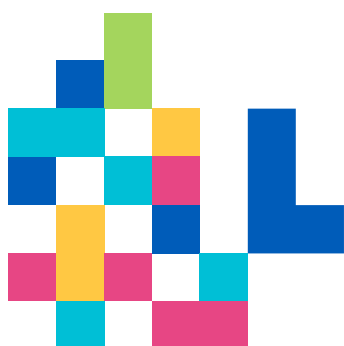
The Sunroom at Halifax Central Library is a complimentary exhibit space dedicated to highlighting emerging and professional visual artists of Halifax Regional Municipality.

The Sunroom exhibit space will showcase emerging and professional artists who reflect the region's diverse expressions of imagination, knowledge, creativity, intellectual activity and community culture in a welcoming and supportive environment.

The Sunroom enables visitors to Halifax Central Library to engage with the creative life of their community, experiencing high-caliber works of visual art.

Exhibit Space

- a. The Sunroom exhibit space is located at the south end of the 5th floor of Halifax Central Library in the seating area adjacent to the café. It consists of one large wall and one small wall on the East side (Large: 180cm x 350cm, Small: 180cm x 180cm) and one wall on the North side of the space (180cm X 400cm)
- b. Central Library reserves the right to use the space for Central Library initiated exhibits that are developed by the Central Library for specific purposes or programs
- c. Exhibit space shall be provided free of charge and is offered subject to availability. Central Library staff will determine scheduling and exhibit content. Although harmonious space sharing is anticipated, Central Library's operational requirements, functions or special events will take precedence
- d. Exhibit space is unsupervised. Visitors may access exhibits throughout regular library open hours and during private events, except when the space is required for Library purposes. Library Staff will not supervise the exhibit nor act as Guides or Interpreters for visitors
- e. Exhibit space is not maintained, presented or designated as an Art Gallery and is provided "as is"
- f. Lighting is a combination of natural light and installed Central Library light fixtures. No additional lighting is provided, nor does it meet preservation standards
- g. Use of the space is on at "at your own risk" basis



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Rights of Halifax Public Libraries

The Library will make every effort to provide the exhibit space as agreed. However, the Library does reserve the right to:

- a. cancel an Exhibit
- b. have final approval of the exhibits to be displayed
- c. change the manner in which an Exhibit is displayed
- d. require any item(s) to be removed from the Exhibit
- e. immediately remove an exhibit in the event of an emergency or should any issues arise as a result of or surrounding the install
- f. Library staff will make every reasonable attempt to contact the Exhibitor if the exhibit is not removed from the Library following the exhibit period however, in the event that the art is not removed, the art may be removed by the Library to allow for another scheduled exhibit. If the items are not collected within 14 days, the Library will dispose of the uncollected items and may charge the Exhibitor for the disposal costs. The Library will not be responsible for loss or damage to the items

Art Selection Committee

Visual artists will be chosen by the following Art Selection Committee members:

- a. Halifax Central Library staff member
- b. Halifax Regional Municipality Culture and Events staff representative
- c. Community visual arts representative(s)
- d. The Donor whose funds are supporting this effort or her representative

The Committee will meet twice a year, in April (July - December) and September (January - June).

As exhibit space is limited, it may not be possible to display all works of art accepted by the Art Selection Committee

Exhibitor Responsibility

- a. Providing written evidence acceptable to the Library giving the value and description of the exhibit items
- b. Transporting the exhibit to and from the Library
- c. Setting up, arranging, hanging or otherwise displaying and dismantling exhibits including preparing for transit or subsequent removal of the exhibit as agreed with the Library staff at the sole expense of the artist
- d. Responding to inquiries regarding prices and/or sale of the exhibit items
- e. Making sure the exhibit is installed safely and that it does not present any health or safety hazards to others using the premises. This includes damage to infrastructure from installation or removal
- f. Visual art work must be framed or wired in a manner to be securely suspended on the exhibit hanging system. The weight restrictions of the hangings system are 40lbs per wire.
- g. Art work labels will be the responsibility of the visual artists. Labeling methods must not damage to other exhibits, infrastructure or pose a hazard
- h. The Exhibitor shall not amend, add, remove or replace any exhibit items during the exhibit period unless approved by the Library in writing

The Exhibitor is responsible to remove or make arrangement to have their exhibit removed at the conclusion of their exhibition on the agreed upon date. Submission Process

- a. To exhibit in The Sunroom, visual artists will complete an online application form which can be found on the Halifax Public Libraries web site. Visual artists may not submit original works of art
- b. Visual artists may apply only once every two years.

- c. Submission process includes a curriculum vitae or resume (2 pages), exhibit proposal (1 page), no more than 5 jpegs of examples of works of art, email contact, artist statement (1 page) and artist biography (1 page)
- d. Art work must be labeled in the exhibit proposal, including title, year, measurements in cm, medium and value:
 - Atlantic Sea Storm2017
 - 40 x 60 cm
 - Oil on Canvas
 - \$500.
- e. Submissions may be considered for exhibit at a future date
- f. Incomplete submissions will not be considered

Art Exhibit Selection Criteria

- a. Priority will be given to highlighting visual artists that reflect the cultural diversity of Halifax Regional Municipality, but with the flexibility to also exhibit visual artists that reflect the cultural diversity of Nova Scotia
- b. An emerging artist is defined as post-university graduate or community visual artists whose works have been exhibited between one to three (1-3) visual art shows in a community or commercial space
- c. A professional artist is defined as having more than three (3) visual art shows in a community or commercial space and is recognized by the visual arts community for their contributions to the visual arts scene
- d. Visual artists may be chosen through the submission process or by invitation from the Art Selection Committee
- e. Only original works of contemporary visual art will be considered. Deceased visual artists will not be considered
- f. Solo, group or curated visual art exhibits will be considered
- g. Works of visual art must be suitable in scale, material, form, subject and content for the Halifax Public Libraries' environment. Sculpture, installation pieces and reproductions of other works of art will not be considered
- h. Works of visual art must be compatible with Halifax Public Libraries vision, mission and values
- i. Works of visual art shall not be in contravention of federal or provincial laws, regulations or municipal by-laws
- j. Works of visual art may not contain advertisements or solicitations for recruitment, business or fundraising
- k. Halifax Public Libraries retains the right and will be the final authority to determine the suitability of any proposed exhibit for display in its premises
- l. Halifax Public Libraries retains the right to reject any part of an exhibit, change the manner of display and may require the removal of any item during the period of the exhibit.
- m. In every case, Halifax Public Libraries and the visual artist or artists' representative will sign a formal written contract which detail the rights and responsibilities of each party

Schedule

- a. Each art exhibit will be displayed between 6 – 8 weeks
- b. Visual artists may only exhibit once every two years, unless invited by the Art Selection Committee

Installation

- a. Works of visual art must be completed and ready for display at time of art exhibit, including framing or finished edges
- b. Artists are responsible for the installation of their works of art on an agreed upon date. Central Library staff will be available to provide direction during the installation process
- c. Artists are responsible for all costs to pack, ship or any other handling expenses during installation and disassembly of their

art work, including travel and equipment. Art and items used to install, dismantle, crate, ship or prepare exhibits for transport may not be stored at Central Library

- d. Each work of art must be labeled on the back with the name of the artist and title, for easy identification.
- e. Art work labels will be the responsibility of the artists. Labeling methods must not intrude on other exhibits, damage infrastructure or pose a hazard
- f. Artists must supply a written inventory of all works included in the show, including title, dimensions, format and value
- g. Artists must provide a biography, artist statement and contact information.
- h. Central Library staff will make every reasonable attempt to contact the artist if the exhibit is not removed following the exhibit period. Artists should be aware that the art may be removed to allow for other exhibits or for operational purposes. If the items are not collected, Halifax Public Libraries may dispose of the uncollected items and may charge the visual artist for the disposal costs.
- i. Artists are responsible to ensure the exhibit is installed safely and that it does not present any health or safety hazards to others using the premises. This includes damage to infrastructure from installation or removal
- j. Art work must be framed or wired in a manner to be securely suspended on the exhibit hanging system. The weight restrictions of the hangings system are 40lbs per wire
- k. In the event of damage to Central Library facilities (walls, floor, etc.) during installation or disassembly, such damage will be repaired by Central Library. The costs of such repairs may be charged to the exhibitor

Receptions

- a. Artists will have an opportunity to host a private, after-hours reception
- b. Costs of the reception, including but not limited to security, catering, insurance and staffing, will be the sole responsibility of the artist
- c. Seating for the event will be provided free of charge
- d. Any event will be coordinated by the Halifax Central Library Events Coordinator
- e. Publicity of the reception will be the responsibility of the artist (s)

Promotion

- a. The artists or his/her representative is responsible for their own additional media publicity and related costs beyond what Halifax Public Libraries offers, as outlined in Section 10.B
- b. Halifax Public Libraries will promote the exhibition using some or all of the following:
- c. Halifax Public Libraries web site
- d. Social media such as Twitter and Facebook
- e. Printed program information
- f. Visual screens located within Central Library
- g. Artist Talk library programs
- h. Halifax Public Libraries may participate in community cultural events and exhibitions during an exhibit and may advertise in select program guides.
- i. A Comments Book may be available at the 5th floor Information Desk to record customer comments.
- j. Promotion may not imply Halifax Public Libraries sponsorship or that the exhibit represents any views or opinions of Halifax Public Libraries or its employees.

Sales

- a. Halifax Public Libraries does not claim commission on any works sold, and does not charge for art exhibits. Any sales that may occur during the period of display are the responsibility of the visual artist and/or his/her representative
- b. Central Library customers will be provided with contact information of the visual artist, and/or her/her representative
- c. Works sold privately by the artist during the exhibit must remain on the walls until the show has ended

Insurance and Liability

- a. The Exhibitor represents and warrants that all items for display and the value of the exhibit are accurately listed in the completed Valuation of Art Exhibits Form that is appended to the contract
- b. The Library reserves the right to request additional or alternative evidence to support the Exhibitor's stated values for the exhibit items. This includes a request for an expert written appraisal. The Exhibitor will pay for any costs associated with any additional appraisals

Halifax Public Libraries will indemnify the Exhibitor for damage caused to the exhibit items, subject to the following:

- a. Exhibit items must be listed in the completed and attached Valuation of Art Exhibits Form
- b. Halifax Libraries indemnification of exhibit items will cover the period from the date of set up until the date of removal.
- c. Halifax Libraries liability for damage caused by fire, smoke or water shall not exceed \$10,000.00 total for the entire exhibit and is limited to the lesser of the appraised value provided by the Exhibitor and \$1,500.00 for any single item
- d. Halifax Libraries liability for damage caused by theft, vandalism, or any other cause shall not exceed \$2,000.00 total for the entire exhibit and is limited to the lesser of the appraised value provided by the Exhibitor and \$250.00 for any single item

It is recommended that the Exhibitor obtain the Exhibitor's own insurance. Any insurance covering Halifax Libraries obligations under this contract is in excess to the Exhibitor's own insurance

If at any time the Library considers that displaying all or part of an exhibit exceeds a reasonable level of liability, the Library reserves the right to:

- a. Decline to display the item(s) or the entire exhibit
- b. Deny liability for the item(s) or the entire exhibit
- c. Require written evidence that the Exhibitor has independent insurance covering the value of the item(s) and/or the entire exhibit
- d. retract in writing the Library's liability
- e. require the prompt removal of any item(s) or the entire exhibit from its premises
- f. Central Library will notify the visual artist of any damage or loss during the exhibit.

Rights of the Artist

- a. The artist reserves all rights to the reproduction of his/her works of art except as noted in the contract for Halifax Public Libraries promotional purposes. The artist shall be acknowledged as the creator and copyright owner of the art work.
- b. Central Library customers are permitted to take photographs of the artwork.
- c. Halifax Public Libraries is not permitted to use the artworks for any other purpose than exhibition promotion, unless written permission is given by the visual artist.