NIAGARA FALLS PUBLIC LIBRARY	DATE EFFECTED: December 21, 2011 DATE REVISED: December 17, 2025	ART EXHIBIT POLICY
Associated Policies: None		

1.0 POLICY PURPOSE

The Niagara Falls Public Library recognizes its role as a source of information and inspiration to the community. This policy establishes the conditions and context within which Niagara Falls Public Library supports local community artists and groups by providing a free exhibition space located at the Victoria Avenue Library.

2.0 DEFINITIONS

- The Niagara Falls Public Library will be referred to as “the Library”
- “Art Exhibits” refers to temporary exhibits for a set time period (usually 1 month), as set in the application approval.
- Individuals, groups and organizations engaging in a rental contract for the Gallery will be referred to as “Exhibitors” in this policy. Exhibitors may include artists, artisans, artist groups, art organizations, crafters, and makers.
- “The Gallery” is the exhibition space provided to the Exhibitor for the duration of the exhibition.

3.0 APPLICATIONS

No exhibit will be reviewed until a complete Art Exhibit Application is submitted.

Art exhibit applications must include:

- A list of the artworks to be displayed, including dimensions
- Photos of the original artwork proposed for exhibition
- A biography outlining the artist’s background
- A description or discussion of the exhibit for the benefit of the public
- Applications must be signed by the individual submitting the application or the main contact of the exhibition. Once received and reviewed, the applicant will be contacted to confirm dates.

Selection Criteria & Restrictions:

- Applications are processed on a first-come, first-served basis with priority given to local and first-time Exhibitors. Special exhibits involving artists of note who reside outside the Niagara Falls area will be considered on an individual basis.
- No artist or group is guaranteed the same booking time each year.
- At the discretion of the Library, an exception may be made to permit a local organization to sponsor a unique event, especially in connection with a community celebration.
- All exhibited items must be approved by the Library prior to installation. No substitutions may be made without Library approval.

- The Library reserves the right to request alterations to an exhibition. This may occur if submitted artwork is in violation of laws, community guidelines, or if the submitted artwork is inappropriate for a library environment.
- The Library reserves the right to accept or refuse an art exhibit or to cancel any booking at its discretion.
- Exhibitions must not contain advertisements, fundraising initiatives, or solicitations for recruitment without approval of the Library.
- The Library does not pay exhibit fees.

4.0 ART EXHIBIT SPACE

- The Library will notify you what space is available for your exhibition.
- The Gallery may be used by the Library for other programs, events or meetings at any time, which may restrict gallery access for short time periods.
- Exhibits are unsupervised and are accessible to the public throughout Library open hours, except when the space is required for Library purposes.

5.0 INSTALLATION AND DISMANTLING OF EXHIBITS

The installation and removal of exhibits must be pre-scheduled with the Library. The Exhibitor must provide written notice to artexhibits@nflibrary.ca to discuss if it should be necessary to reschedule any aspect of set-up or takedown. It is the Exhibitor's sole responsibility to set up and dismantle an exhibition. Outside of special circumstances, staff will not be available to assist. If assistance is required, the Library is not responsible for any loss or damages.

Installation:

- The Exhibitor will be responsible for framing or otherwise preparing the artwork for the exhibit and will be available to install and remove the exhibit on the scheduled dates.
- The Gallery is equipped with an art hanging track. All artwork is to be hung using the existing track or the supplied easels.
- Additional considerations may need to be taken in the case of three-dimensional artworks and will need to be discussed with the Library during the application process.
- Nails and Screws cannot be used under any circumstances.
- The artist is required to follow the hardware requirements set out in our Art Exhibit Guidelines document.
- Work that is fragile or whose display arrangement is of questionable durability may be rejected.

Dismantling:

- All exhibition hardware provided by the Library must be left at the Library, the Exhibitor may be charged for the cost of replacement if hardware is lost.
- It is expected that all artwork submitted will remain on display for the agreed time, even if sold. The Exhibitor must provide written notice to artexhibits@nflibrary.ca to discuss if it should be necessary to remove any pieces of artwork from the exhibit prior to the scheduled dismantling date.
- It is the Exhibitor's responsibility to return all artwork to the artists or customers once an exhibition has ended. The Exhibitor is expected to remove any works that have not been picked up during exhibition takedown. Artwork cannot be left at the Library after the dismantling date for pickup.

If the Library must dismantle an exhibit because it has not been removed as scheduled, Exhibitors agree that the Library is not responsible for any loss or damages. The Library will not house or store the property of any artist. The library will dispose of abandoned exhibit materials after reasonable efforts have been made to contact the Exhibitor.

6.0 PUBLICITY AND PROMOTION

The Library may assist with the promotion of the exhibits as part of the Library's regular marketing program, including information on the Library's website and social media. Unless otherwise stated in writing, the Exhibitor grants permission to the Library to photograph and reproduce any work accepted in the exhibition for publicity purposes at no cost. This includes any digital or physical artwork that is included in the exhibition.

7.0 EXHIBIT FEES & SALE OF EXHIBITED WORKS

Exhibit Fees:

- There will be no fees charged to artists for the use of the gallery, however, if the Library must set up or dismantle an exhibit the Exhibitor acknowledges they may be billed for Library staff time.
- The Library encourages Exhibitors to plan an opening reception or exhibition event for their exhibition at no extra cost. When planning an exhibition event, the Exhibitor must follow the rules established within the Art Exhibit Guidelines document. Exhibition events must be scheduled in advance, please coordinate this with artexhibits@nflibrary.ca.

Sale of Exhibited Works:

- Exhibited works may be offered for sale by the artist.
- The artist is responsible for conducting the sale directly with the purchaser. Customers interested in purchasing art must contact the artist directly.
- The Library and staff are not responsible for customer enquiries regarding the sale of artwork, except for providing artist contact information.
- The library does not apply a commission to the sale of any work purchased from the exhibition.
- If an artwork sells it is the Exhibitor's responsibility to ensure that the purchaser receives their purchased artwork once an exhibition has ended. Works sold must remain on exhibit throughout the designated exhibit period. Artwork cannot be left at the Library after the dismantling date for pickup following a sale.

8.0 LIABILITY

Insurance is required for all exhibitions. The Library provides insurance coverage for exhibitions at no cost to the Exhibitor. However, Exhibitors may choose to provide their own insurance if they wish. Further information about the Library's insurance, including limitations of liability and insurance requirements, will be provided to the Exhibitor during the application process. Once an exhibition is confirmed, Exhibitors must submit the "Artwork Insurance Form" to the Library. This form must list each artwork and its value.

9.0 POLICY REVIEW

The provisions of this policy are subject to review by the Library at any time.

RELATED DOCUMENTS

- Art Exhibit Guidelines
- Art Exhibit Application
- Artwork Insurance Form

Contact:

artexhibits@nflibrary.ca

Last Reformatted: December 17, 2025	Last Board Reviewed: December 17, 2025