



Bibliothèque
H.J:Hemens
Library



POLICY ON
EXHIBITIONS AT THE H.-J. HEMENS LIBRARY

2023 – 2028

Presented by:

Myriam Harvey, Professional Librarian

Rosemère Municipal Library

Adopted on December 12, 2022 – Resolution 2022-12-450

TABLE OF CONTENTS

| | |
|--|----|
| Preamble | 3 |
| General terms and conditions | 4 |
| Exhibition period | 4 |
| Call for applications | 4 |
| Selection process | 5 |
| Information on the premises..... | 6 |
| The exhibitor's responsibilities | 7 |
| Appendix A – Application form | 10 |
| Appendix B – List of works of art and value..... | 11 |
| Appendix C – Reservation form..... | 13 |
| Appendix D – Plan of exhibition spaces | 14 |



The term "artist" refers to any artist or group of artists who submits an application to hold an exhibition at the H.J. Hemens Library.

The term "exhibitor" is used to refer to any artist or group of artists whose application has been accepted to hold an exhibition at the H.J. Hemens Library.

The term "library" is used to refer to the H.J. Hemens Library.

The masculine gender is used in this policy as a neutral gender. The use of the masculine gender is intended to lighten the text and make it easier to read.

PREAMBLE

This policy was developed to provide a framework for the process of selecting artists exhibiting at the Rosemère Library. The following aspects will be addressed in this policy: the call for applications, the selection, the schedule, the events, the promotional tools used and the deliverables for the Town as well as for the artist.

The H.-J. Hemens Library presents art exhibitions in order to encourage cultural diversity, raise residents' awareness of various art forms and promote the works of Rosemère artists and those in the surrounding area: professionals, semi-professionals, amateurs, groups, etc.

The objectives of this policy are as follows:

- To provide a framework for the selection and organization of exhibitions at the Library
- To define the responsibilities of the artist and the Library
- To develop a communication strategy in order to promote the exhibitors
- To diversify the exhibitions in order to make a wide range of mediums accessible to the public

This policy will be re-evaluated every five years by Library Management and approved by Town Council.



GENERAL TERMS AND CONDITIONS

EXHIBITION PERIOD

1. Exhibition periods are determined in advance and are indicated in the call for applications.
2. The periods may vary from year to year. However, the objective is to offer a long exhibition period in order to maximize the exhibitor's visibility.
 - **January – February – March**
 - **April – May**
 - My first exhibition: reservation for a school group or daycare (if such an application is received)
 - **June – July – August | Atrium only**
 - Reservation, upon request, for a cultural organization recognized by the municipality, such as the Rosemère Artists Gathering or the Rosemère Photography Club
 - **September – October – November**
3. The Library reserves the right to adjust the dates of the exhibitions according to the availability of the rooms and the availability of the selected artists.
4. There must be at least one week between exhibitions.

CALL FOR APPLICATIONS

| | |
|---------------------|---|
| June – August | Call for applications |
| September – October | Review of applications, selection of artists and letters of non-acceptance to applicants not selected |
| November | Planning of the schedule and the exhibitions |



1. To submit an application, the artist must send the following documents:
 - Portfolio / curriculum vitae
 - Application form (Appendix A)
 - Exhibition proposal (one page including the chosen theme and description of the proposal)
 - Period available for the exhibition
 - Contact information
 - Medium
 - If applicable, an abridged press kit or equivalent, including a photograph of the artist(s)
2. An incomplete file will not be submitted to the selection committee. The Library is not responsible for completing application files.
3. Priority will be given to Rosemère residents if there is a tie score among the files.

SELECTION PROCESS

1. After receiving the applications, a committee will select artists based on the following criteria:
 - The proposed exhibition project
 - The artistic journey
 - The quality of the presentation of the file
 - The availability of the artist
 - Originality
 - An overview of the exhibition season
2. The selections will have to be completed during the first week of September in order to be in line with the *Rosemère News* publication schedule.
3. The committee will consist of:
 - A representative of the Library Division
 - A representative of the Culture Division
 - A representative of Town Council

The members of this committee shall remain anonymous.



4. The scores of applications shall be kept confidential.
5. For each exhibition season, the Library will strive to diversify the media and genres exhibited.
6. For an artist's submission to be considered, three years shall have passed since the last exhibition at the Library, unless a special arrangement is made.
7. The Library reserves the right to refuse works of art that are racist, violent, hateful, pornographic or otherwise.
8. The number of works of art shall be approved by the Library's Management.

INFORMATION ON THE PREMISES

1. The premises that can accommodate an exhibition are the atrium and the activity room.
2. An exhibitor may choose to exhibit in the atrium and/or the activity room.
The plans in Appendix D show the dimensions of the wall spaces available for an exhibition.
3. During exhibitions, there must be no materials on the floor that could interfere with library activities. The artist shall have the Library's approval to place items elsewhere than on the walls.
4. Easels may be used only with the Library's permission.



The Library's responsibilities

1. The Library shall make its space and facilities available free of charge for the exhibition of amateur, semi-professional and professional artists chosen during the selection process.
2. The hours of the exhibition shall coincide with the Library's hours of operation. However, the exhibition cannot be accessible to visitors in the activity room or atrium when there are activities offered by the Library.
3. The Library will promote the exhibition with its usual methods of communication (posters, programs of the Town's activities, social networks, catalogue, etc.).
4. In collaboration with the exhibitor, the Library will take charge of the design of the poster. A visual in web format and a visual in paper format will be proposed.
5. The Library agrees to send invitations to members of Rosemère's Town Council.
6. A vernissage (private showing or preview) will be planned for each exhibition: the Library will provide three (3) bottles of wine. The selection of wine will be at the Library's discretion.
Additional refreshments will be at the exhibitor's expense.
7. The Library shall arrange for the caretaker to clean the room after the vernissage, i.e., empty the waste baskets, clean the coffee pot and sweep the floor.
8. The Library will look after watching over the works of art during its hours of operation, but will not be held responsible for theft, vandalism or damage caused to the works of art.
9. The Library will not take any commission on the sale of the works of art, nor will it promote such sale.
10. The Library will not act as an intermediary between the buyer and the exhibitor. However, it may provide information to the buyer on how to contact the exhibitor.

THE EXHIBITOR'S RESPONSIBILITIES

1. Any changes to the exhibition proposal submitted to the selection committee shall be approved by the Library.
2. The exhibitor shall install a hanging system on the back of the works of art. The Library's hanging system is on rods. No nails, screws or tape will be accepted, as the walls shall remain intact.
3. The exhibitor shall be responsible for the framing, packing and transportation of the works of art as well as the installation and dismantling.
4. The exhibitor shall provide the labels.
5. The exhibitor shall comply with the exhibition dates and times specified in Appendix C.
6. The works of art shall remain in place for the entire exhibition period, even if they have been promised or an offer to purchase has been made to the exhibitor. No replacement artwork will be permitted.
7. Two months in advance, the exhibitor shall provide all information relevant to the preparation of promotional material.
8. One month before the exhibition, the exhibitor shall provide:
 - Business cards (if available)
 - A list of his/her works of art (see Appendix B)
 - A comments book (if desired)
 - The total value of his/her works of art for insurance purposes
9. At least two weeks before the vernissage, the exhibitor shall give notice of any anticipated need for materials.
10. The exhibitor agrees to be present at the exhibition vernissage and to take part in preparing the exhibition, especially if he/she has any special requests concerning the running of the event. It would also be advisable for the exhibitor to indicate his/her availability in case of special needs (for example: meetings with visitors or journalists).
11. Even if the Library is responsible for creating and distributing promotional materials for the exhibition, the exhibitor shall be involved in promoting the exhibition.



12. It is the exhibitor's sole responsibility to obtain insurance to cover loss, theft or vandalism of his/her works of art.

APPENDIX A – APPLICATION FORM

| APPLICATION FORM | | |
|------------------------------------|----------------------------------|--|
| Exhibition at H.-J. Hemens Library | | |
| Identification of applicant | First and last name | |
| | Email address | |
| | Postal address | |
| | Telephone no | |
| | Social networks | |
| | Website | |
| Works of art | Medium | |
| | Description of artistic approach | |
| | Description of attachments | |
| Exposition proposed | Name of exhibition | |
| | Description of exhibition | |
| | How many works of art | |
| | Exhibition period desired | <input type="radio"/> January – March <input type="radio"/> April – May (reserved for school groups or daycares) <input type="radio"/> June – August (reserved for a cultural organization recognized by the Town) <input type="radio"/> September – November |
| | | |

APPENDIX B – LIST OF WORKS OF ART AND VALUE

| LIST OF WORKS OF ART FOR AN EXHIBITION | | | | | |
|--|-----------------------------|------|--------|------------|-------|
| Exhibition at H.-J. Hemens Library | | | | | |
| Exhibition | Title of exhibition | | | | |
| | Artist | | | | |
| | Date of exhibition | | | | |
| | Total value of works of art | | | | |
| LIST OF WORKS OF ART | | | | | |
| | TITLE | YEAR | MEDIUM | DIMENSIONS | PRICE |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |
| 24 | | | | | |
| 25 | | | | | |
| 26 | | | | | |

| | | | | | |
|----|--|--|--|--|--|
| 27 | | | | | |
| 28 | | | | | |
| 29 | | | | | |
| 30 | | | | | |
| 31 | | | | | |
| 32 | | | | | |
| 33 | | | | | |
| 34 | | | | | |
| 35 | | | | | |
| 36 | | | | | |
| 37 | | | | | |
| 38 | | | | | |
| 39 | | | | | |
| 40 | | | | | |
| 41 | | | | | |
| 42 | | | | | |
| 43 | | | | | |
| 44 | | | | | |
| 45 | | | | | |
| 46 | | | | | |
| 47 | | | | | |
| 48 | | | | | |
| 49 | | | | | |
| 50 | | | | | |
| 51 | | | | | |
| 52 | | | | | |
| 53 | | | | | |
| 54 | | | | | |
| 55 | | | | | |
| 56 | | | | | |
| 57 | | | | | |
| 58 | | | | | |
| 59 | | | | | |
| 60 | | | | | |

APPENDIX C – RESERVATION FORM

| RESERVATION FORM | | | |
|--|---------------------------------------|---|------|
| Exhibition at H.-J. Hemens Library | | | |
| Exhibition | Title of exhibition | | |
| | Medium | | |
| | Location | H.-J. Hemens Library | |
| | Address | 339 Grande-Côte Road, Rosemère J7A 1K2 | |
| Schedule | | Date | Time |
| | Installation | | |
| | Dismantling | | |
| | Vernissage | | |
| | For how long will the exhibition run? | | |
| Identification of exhibitor | Exhibitor's name | | |
| | Address | | |
| | Telephone no. | | |
| | Mobile phone no. | | |
| | Email address | | |
| Identification of the contact person at the Library | Name | Myriam Harvey, Library Division Manager | |
| | Address | 339 Grande-Côte Road, Rosemère J7A 1K2 | |
| | Telephone no. | 450 621-3500, ext. 7223 | |
| | Email address | mharvey@ville.rosemere.qc.ca | |

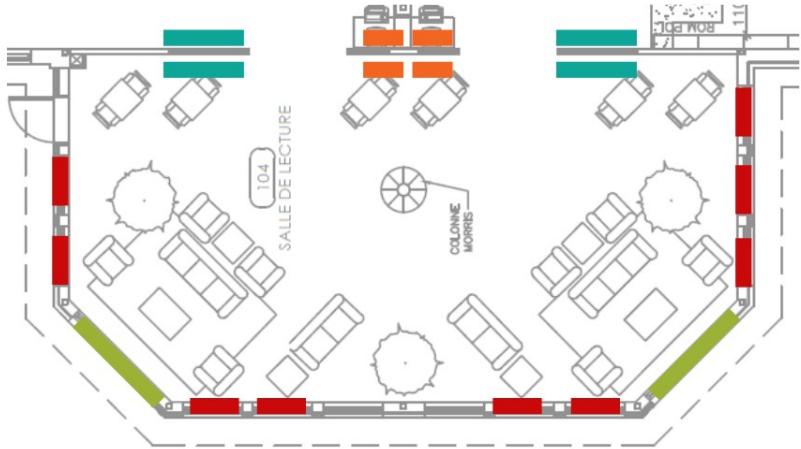
APPENDIX D – PLAN OF EXHIBITION SPACES

*Largeur = Width
Hauteur = Height
Pouces = Inches*

ACTIVITY ROOM



ATRIUM



Largeur = Width
Hauteur = Height



Hauteur: 83 pouces
Largeur : 37 pouces



Hauteur: 83 pouces
Largeur : 52 pouces



Hauteur: 83 pouces
Largeur : 59 ½ pouces



Hauteur: 83 pouces
Largeur : 100 pouces

