DISPLAYS POLICY
SPENCER GALLERY, THE D. B. WELDON LIBRARY

I. INTRODUCTORY STATEMENT

Western Libraries has provided an area in The D.B. Weldon Library for the scheduled display of works of art for public viewing. This area is called the Spencer Gallery, and is located on the first floor.

The following Policy statements have been established to assist the Spencer Gallery Committee in the selection and arrangement of exhibits and to inform guest exhibitors and library patrons of the policies and conditions under which Western Libraries operates its displays programme.

Exhibits should be original, finely executed and finished. Selection and authorization of exhibitions are based on the collective decision of the Spencer Gallery Committee. Exhibits should not have as their focus the explicit advocacy of political, religious or other doctrines of any purpose or group. Controversial themes, nevertheless, should not be deliberately avoided.

II. GENERAL STATEMENT

1. The purpose of the Spencer Gallery is to provide an opportunity for artists from the London and area community, and students, staff and faculty (in any department) at Western University to display their works of art.

2. The Spencer Gallery adds an enlivening and aesthetic dimension to The D.B. Weldon Library's environment.

3. As a general rule, displays by artists are confined to the Spencer Gallery, except where they form part of Western University's permanent art collection.

4. Appropriate material for the displays are primarily original works of art, which are two-dimensional and suitable for hanging, such as paintings or photographs.

5. No displays of free-standing art, performance art or displays of art with an audio component can be authorized because of space restrictions and noise.
6. Displays are scheduled for no more than two months and may not be removed during the duration of the exhibit without permission of the Chair of the Spencer Gallery Committee.

7. The exhibit title, artist statement and/or a biography will be supplied to the Spencer Gallery Committee by the exhibitor.

8. Exhibitors who wish to display in the Spencer Gallery should be referred to the Spencer Gallery Committee (spengall@uwo.ca or 519-661-3166) for consideration.

9. The Spencer Gallery Committee reviews and approves or rejects all proposed Spencer Gallery exhibits and, when required, responds formally in writing to patron comments, criticisms and complaints. The Chair of the Spencer Gallery Committee or designate will inform the applicant of the Committee's decision.

10. The master calendar of Spencer Gallery displays is retained by the Chair of the Spencer Gallery Committee.

11. In anticipation of patron inquiries, the exhibitor may include contact information with their exhibit. Exhibitors are not allowed to display prices.

12. All exhibitors are required to complete and sign a Claim of Waiver (see Appendix I).

III. BUDGET

1. Western Libraries does not provide funding for the installation of displays or for Canadian Artist Representation (CAR) fees.

2. All installation, publicity and transportation costs (if any) are borne by the exhibitor.

IV. INSURANCE

1. Western Libraries does not provide insurance coverage for theft or damage of works displayed.

2. Exhibitors display at their own risk.
3. The McIntosh Gallery in special circumstances may extend insurance coverage to its items displayed in the Spencer Gallery.

4. Western Libraries recommends that all exhibitors secure private insurance coverage.

V. SECURITY

1. Western Libraries is not responsible for the security, loss or damage of works displayed; exhibitors display at their own risk.

2. All exhibitors are required to sign a Claim of Waiver (see Appendix I).

3. Library RFID tags may be applied on the back of the frame of each item displayed; when the display is disassembled the RFID tags should be removed so as not to activate The D.B. Weldon Library security system. (RFID tags can be provided by the Spencer Gallery Committee.) It is recommended that exhibitors ‘double wire’ each work to the panel to prevent theft.

4. The exhibitor must not remove or substitute display items without first contacting the Chair of the Spencer Gallery Committee.

VI. PUBLICITY

1. Publicity for the display may be carried out by the Chair of the Spencer Gallery Committee (or designate) or by the exhibitors in collaboration with the Spencer Gallery Committee.

2. Information about the display will be posted on The D.B. Weldon Library website by the Chair of the Spencer Gallery Committee (or designate).

3. An official opening for the display may be scheduled (at the discretion of the Spencer Gallery Committee) by the exhibitor provided that it is discrete and does not disturb library patrons.

VII. INSTALLATION

1. The works of art may be displayed on the gallery's panels or hung from the gallery picture rail.
2. Exhibitors are responsible for arranging the transportation of display materials to and from The D.B. Weldon Library. The materials may be unloaded/removed via the Library loading dock.

3. Exhibitors may park in The D.B. Weldon Library's loading zone by scheduled arrangement with the Spencer Gallery Committee. A temporary parking pass is secured from staff at the Services Desk and placed on the dashboard of the exhibitor's vehicle for the duration of the installation, or removal of installation. The card is immediately returned to the Services Desk.

4. The exhibitor is expected to arrange for any assistance necessary for the installation of the display.

5. The works of art may be secured to the panels by means of nails, screws or any other devise which will not permanently damage the panels and may easily be removed.

6. The exhibitor will provide the nails, screws, wires, hammers, screw drivers, etc. necessary to hang the art.

7. Exhibitors will post information about the works on display (i.e. an exhibit title, artist statement and/or a biography of the artist and a title for each work displayed).
APPENDIX I

CLAIM OF WAIVER

THIS AGREEMENT is made in duplicate on the ______ day of ______ between:

A ____________________________________________________________
   (hereinafter call THE EXHIBITOR) and

B Western Libraries

The parties hereto agree as follows:

1. Western Libraries is not responsible for the security, loss or damage of works displayed; the EXHIBITOR displays at his/her own risk.

2. No Western Libraries funding is available for the installation of displays or for Canadian Artist Representation (CAR) fees.

3. Western Libraries does not provide insurance coverage for theft or damage of works displayed.

4. Exhibits may not have as their focus the explicit advocacy of political, religious or other doctrines of any person or group.

5. Western Libraries may withdraw display permission for those items which may generally be interpreted as inappropriate to the campus environment.

6. The EXHIBITOR is not to remove or substitute display items without first contacting the Chair of the Spencer Gallery Committee.

7. As a general rule, display items are confined to the Spencer Gallery, except where they form part of Western University’s permanent art collection.

8. Western Libraries cannot authorize displays of free-standing art, performance art or displays of art with an audio component in the Spencer Gallery.
9. In anticipation of patron inquiries, the EXHIBITOR is encouraged to provide their contact information with the display.

10. The EXHIBITOR is expected to provide labelling pertinent to the display.

11. The EXHIBITOR is responsible for arranging the transportation of display materials to and from The D.B. Weldon Library.

12. It is expected that the EXHIBITOR will arrange for any assistance necessary.

13. The EXHIBITOR will provide the nails, screws, wires, hammers, screw drivers, etc. necessary to install the display items.

14. Western Libraries through the Chair of the Spencer Gallery Committee (or designate) will undertake to publicise the exhibit on The D. B. Weldon Library web site. The EXHIBITOR may also undertake to publicise the exhibit.

15. Western Libraries agrees to hang/display the exhibit materials between the dates of ________________ and ________________.

16. All amendments and modifications of this agreement will be with the written consent of both parties.

In witness thereof the parties hereto have caused this agreement to be executed as of the day and year above mentioned.

____________________________________
Chair of Spencer Gallery Committee, Western Libraries (or designate)

____________________________________
The EXHIBITOR