

**Mission Statement**

*Freedom to Discover*

**Strategic Priorities**

*A Community Beacon      Relevant and Responsive  
A Creative and Changing Organization*

**HAMILTON PUBLIC LIBRARY BOARD**

**Regular Board Meeting  
Wednesday, April 16, 2014  
Central Library, Board Room**

5:30 p.m. Dinner  
6:00 p.m. Meeting

**AGENDA**

1. **Discussion Period**
2. **Acceptance of the Agenda**
3. **Minutes of the Hamilton Public Library Board Meeting of Wednesday, March 19, 2014** Attachment #3
4. **Presentations**
  - 4.1 Local History and Archives – MC/KMT
  - 4.2 Update on Forest of Reading & How To Programs – LB/KA
5. **Consent Items**
6. **Business Arising**
7. **Correspondence**
  - 7.1 Response letter to Mr. Bretzner from Ms. Fawcett Attachment # 7.1

**8. Reports**  
**8.1** Chief Librarian's Report Attachment #8.1  
**Suggested Action: Receive**

**9. New Business**  
**9.1** Reciprocal Borrowing –Wellington County Attachment #9.1  
**Suggested Action: Recommendation**

**9.2** Logo Implementation Update - MS Attachment #9.2  
**Suggested Action: Receive**

**9.3** Design & Furniture - Purchasing Policy Amendment Attachment #9.3  
**Suggested Action: Recommendation**

**9.4** Computer Use Policy - LB Attachment #9.4  
**Suggested Action: Recommendation**

**9.5** Exhibits Policy – Update Attachment #9.5  
**Suggested Action: Recommendation**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, May 21, 2014  
**Central Library, Board Room, 5<sup>th</sup> Floor**  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

**Mission Statement  
Freedom to Discover**

**Strategic Priorities  
A Community Beacon      Relevant and Responsive  
A Creative and Changing Organization**

**HAMILTON PUBLIC LIBRARY BOARD  
Regular Board Meeting  
Wednesday, March 19, 2014  
Central Library, Board Room  
5:30 p.m. Dinner  
6:00 p.m. Meeting**

**MINUTES**

**PRESENT:**            **Mary Ann Leach, David Simpson, Nicolas van Velzen,  
Suzan Fawcett, Wenda Tulloch, Councillor Pearson,  
George Geczy, Richard Bagdonas, Clare Wagner,**

**STAFF:**             **Paul Takala, Lisa DuPelle, Robin Hewitt, Lita Barrie,  
Michael Ciccone, Karen Anderson, Melanie Southern,  
Karen Hartog**

**REGRETS:**         **Jennifer Gautrey, Councillor Jackson,  
Councillor Pearson**

**1. Discussion Period**

- 1.1 Ms Tulloch reported that the next SOLS meeting scheduled for April 26th will be hosted at HPL. Board Members interested in attending are welcomed.
- 1.2 Ms Barrie provided an update on the new ILS system migration.

**2. Acceptance of the Agenda**

**MOVED** by Ms Leach, seconded by Ms Wagner,

**THAT THE AGENDA BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

**3. Minutes of the Hamilton Public Library Board Meeting of Wednesday, February 19, 2014**

**MOVED** by Mr. Bagdonas, seconded by Mr. van Velzen,

**THAT THE MINUTES OF THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF WEDNESDAY, FEBRUARY 19, 2014 BE ACCEPTED AS PRESENTED.**

**MOTION CARRIED.**

**4. Presentations**

**4.1 Branding Logo**

Ms Southern presented the draft logo created by Factor(e) and discussed next steps.

**MOVED** by Mr. Simpson, seconded by Mr. Geczy,

**THAT THE LIBRARY BOARD ENDORSE THE LOGO PRESENTED AND MOVE FORWARD WITH NEXT STEPS.**

**MOTION CARRIED.**

**5. Consent Items**

**MOVED** by Ms Leach, seconded by Mr. van Velzen,

**THAT CONSENT ITEM 5.1 BE APPROVED AS PRESENTED.**

**MOTION CARRIED.**

5.1 Whereas the Hamilton Public Library Board 's Non-Union Pay Equity Agreement requires the Board to match cost of living increases given by the City of Hamilton, the Board approves a cost-of-living increase for Library Management and Professional Exempt employees of 1.9% to the salary schedule effective January 1, 2014 to match the City of Hamilton increase.

That the non-union casual employees (pages and shelf readers) also receive the 1.9% increase to the salary schedule effective January 1, 2014.

**6. Business Arising**

No business arising items.

**7. Correspondence**

**MOVED** by Mr. Bagdonas, seconded by Ms Wagner,

**THAT THE CORRESPONDENCE BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

**8. Reports**

8.1 Chief Librarian's Report

**MOVED** by Mr. van Velzen, seconded by Ms Tulloch,

**THAT THE CHIEF LIBRARIAN'S REPORT BE RECEIVED FOR INFORMATION.**

**MOTION CARRIED.**

**9. New Business**

9.1 Security Camera Standard

**MOVED** by Ms Tulloch, seconded by Ms Leach,

**THE HAMILTON PUBLIC LIBRARY BOARD APPROVES BOSCH AS AN AUTHORIZED PRODUCT TO CREATE A SECURITY CAMERA STANDARD THROUGHOUT HAMILTON PUBLIC LIBRARIES.**

**MOTION CARRIED.**

9.2 Future Funds and the Storytelling Project

Mr. van Velzen declared a conflict of interest on this item.

**MOVED** by Mr. Simpson, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD APPROVES THE SUBMISSION OF THE APPLICATION TO THE HAMILTON FUTURE FUND FOR THE AMOUNT OF \$150,000 FOR THE HAMILTON STORYTELLING LEGACY PROJECT.**

**MOTION CARRIED.**

9.3 Intellectual Freedom Policy

**MOVED** by Mr. Geczy, seconded by Ms Tulloch,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD ENDORSES THE STATEMENT ON INTELLECTUAL FREEDOM AS SET OUT BY THE CANADIAN LIBRARY ASSOCIATION.**

**MOTION CARRIED.**

9.4 Collections Policy

**MOVED** by Mr. Simpson, seconded by Ms Wagner,

**THAT THE ATTACHED "COLLECTIONS POLICY" BE ADOPTED  
AND REPLACE THE FOLLOWING:**

- **MATERIALS SELECTION POLICY**
- **MATERIALS DE-SELECTION POLICY**
- **ACCESS TO MATERIALS POLICY**
- **DONATIONS OF USED MATERIALS POLICY**

**MOTION CARRIED.**

9.5 Information & Communication Technology Statement

**MOVED** by Mr. Geczy, seconded by Ms Leach,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD ENDORSES  
THE CANADIAN LIBRARY ASSOCIATION POSITION  
STATEMENT ON *ACCESS TO INFORMATION AND  
COMMUNICATION TECHNOLOGY (ICT)*.**

**MOTION CARRIED.**

**10. Private and Confidential**

**11. Date of Next Meeting**

Wednesday, April 16, 2014  
Central Library, Board Room, 5<sup>th</sup> Floor  
5:30 p.m. Dinner  
6:00 p.m. Meeting

**12. Adjournment**

**MOVED** by Mr. Bagdonas, seconded by Mr. van Velzen,

**THAT THE HAMILTON PUBLIC LIBRARY BOARD MEETING OF  
WEDNESDAY, MARCH 19, 2014 BE ADJOURNED.**

**MOTION CARRIED.**

The meeting was adjourned at 7:40 p.m.

Minutes recorded by Karen Hartog.





**Hamilton**  
Public Library

March 20, 2014

Mr. Barry Betzner  
PO Box 5194, LCD1  
Hamilton, ON L8L 8G1

Mr. Betzner,

Thank you for your letter of March 12, 2014. Your letter will be added to the March Library Board package.

The following response is based on my letter to Mr Hutton as your requests are identical.

"I understand your request to reinstate the practice regarding enabling discarded newspapers to be picked up by customers at the Central Library.

I have spoken to the Chief Librarian, Paul Takala, about this issue. Mr. Takala has explained to me that the practice of distributing newspapers to individuals ended in 2008. We understood that those affected individuals were notified of this in late 2007. I understand now that apparently your involvement in the receipt of dated editions was not known and you continued receipt of the newspapers for yourself."

On one hand it is unfortunate that you were not made aware of this change of policy and operational procedure 6 years ago. On the other hand you have had this advantage for 6 years beyond the end date.

"The Library Board is responsible for setting overall Library policy, while the Chief Librarian is responsible for library operations.

The Library Board recently re-adopted the City of Hamilton Procurement Policy. That policy states that the Director of a Client Department (in this case the Chief Librarian) shall: "approve the appropriate disposal methods, which are cost effective and in the best interest of the City, for the declared surplus good." The Library also

has a De-selection Policy which states: "Materials withdrawn from the collection are disposed of at the annual book sale or discarded."

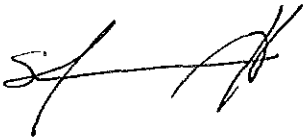
At the Hamilton Public Library we strive to maintain effective and efficient operations. I understand from Mr. Takala that the practice of placing newspapers out for customers has created operational issues in the past and to reinstate that practice would also do so now.

Staff no longer stamp discarded newspapers. That procedure would need to be added back into the workflow if discarded newspapers were placed for pick-up. Staff would also need to spend time keeping discarded newspapers sorted and monitor the process to ensure that current issues of the newspapers remained out a recycle system.

The Library Board is currently reviewing a number of policies. I have asked Mr. Takala to brief the Library Board on our practices for discarding materials when the Material De-Selection Policy is reviewed. That policy will come to the Library Board later this spring.

I do not want to create the expectation that the Board will change policy, however, I do want to ensure that we will adequately review the issue."

Sincerely,

A handwritten signature in black ink, appearing to read 'Suzan Fawcett', written in a cursive style.

Suzan Fawcett  
Library Board Chair

## **Chief Librarian's Report – April 2014**

### **Improved eBook Integration with BiblioCommons**

Progress towards more seamless integration of digital content with our library catalogue continues. Customers are now able to borrow and place holds on eBooks and eAudio from Overdrive while browsing BiblioCommons. In addition, their Overdrive checkouts and holds information are integrated with the physical materials they have borrowed or reserved. While we know a lot of work still needs to be done to create a seamless experience for all our digital collections, this integration between Overdrive and BiblioCommons is an important step forward.

### **Marketing eResources: Zinio – for people who LOVE magazines**

Communications Department launched a system wide promotion of the digital magazine service, Zinio, on March 19th. The promotion was launched in conjunction with the March edition of What's Happening published in the Hamilton Spectator, and supplemented with online Spectator advertisements. A Facebook ad was issued in March, along with a coordinated Facebook and Twitter promotional strategy. An additional ad is scheduled for April in SNAPd magazine. Other outside promotion includes two exterior panels for the bookmobiles, and it is featured on the website carousel. In-house, LED screens feature Zinio, but the emphasis is promoting this service through staff. Service points feature a sign stating "Ask me about Zinio," and staff members are wearing a corresponding button. Promotional handouts targeting both adult and children user groups were developed to assist staff. Along with one-on-one promotion at service points, staff are promoting Zinio at programs, story time sessions and outside events, such as the Beasley Neighborhood Fair. These staff interactions are being tracked for review and analysis. To round off the campaign, demonstrations and information mini booths are being coordinated at different City locations (City Hall, Lister Block, HSR building, Wentworth St. location), and Jackson Square Mall. The campaign is still in progress, but during its first week it produced a 36% increase in the number of checkouts. The Board will receive a full report at the end of the campaign.

### **Battle of the Books**

The 3rd Annual Battle of Books was held on March 27 at Central Library with an audience of over 80 bibliophiles. The event kicked off the 10th Annual GritLit Festival which has enjoyed significant growth since its inception. Battle of the Books featured 10 celebrity readers who each defended a nominated title from

this year's Ontario Library Association's Festival of Trees Evergreen list. Our celebrity readers included: Jean Rae Baxter, Graham Crawford, Gary Curtis, June Dickenson, Krista Foss, Andrew Gerrior, Jude Johnson, Deirdre Pike, Dr. Rangachari and Lorna Zaremba. CH's Annette Hamm was the moderator for the evening. By a show of applause, Deirdre Pike was declared the winner for her defense of *The Stop: How the Fight for Good Food Transformed a Community and Inspired a Movement*. Other highlights of the evening included Jude Johnson singing and playing her original *Battle of the Books* song on her ukulele and celebrity readers in costume! A great time was had by all.

### **Digital Shift Summit with Librarians**

On April 3<sup>rd</sup> as part of our ongoing work to engage staff in helping move forward our strategic priorities we had a summit with our managers and librarians. We called the session *Shifting Collections, Shifting Priorities: Adapting Our Services During the Digital Shift*. The Librarians from our Collections Department along with others did a great job organizing the afternoon. There was a session on myth busting about the digital shift, a panel discussion on what staff are seeing at their branches and a SWOT analysis. The session received positive feedback, and we are now working on next steps. We will be working with the Librarians on an exercise that will bring the discussion to all staff at our upcoming June Staff Day. It is clear to me that a lot of great work is happening around the system to realize our strategic priorities and those priorities are providing great guidance for us as we respond to the digital shift.

### **Tech Liaison Team**

The third cohort of Library staff participated in their first Tech Liaison Training session during March and April. Over 25 staff members will be participating in this cohort. The first session provided participants with the opportunity to get a behind the scenes look at our Digital Technology department and try some hands on troubleshooting. Staff feedback continues to be very positive with regard to this training initiative.

### **Counting Opinions Customer Satisfaction Survey**

For the month of April, we have embarked on a promotional campaign for the Counting Opinions Customer Satisfaction Survey. We've been promoting the survey in all branches, on the website, in our community and through our social media platforms. We will be providing all Board members with an email message promoting the survey if you could consider forwarding the message and link to

your community networks. We will be bringing a report about the results to the Board at the May meeting.

Paul Takala  
Chief Librarian



Date: April 9, 2014  
To: Chair and Members of the Board  
From: Paul Takala, Chief Librarian  
Subject: **Wellington County Reciprocal Borrowing**

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## **RECOMMENDATION**

That the Hamilton Public Library enters into a reciprocal borrowing agreement with the Wellington County Library system, under terms similar to those used for our existing agreements with other library systems.

## **Background**

The Hamilton Public Library has reciprocal agreements with most of its neighboring library systems. The agreements allow residents of these municipalities to use the Hamilton Public Library on a limited basis, without charge, and allows Hamilton Public Library residents to use other library systems.

The Hamilton Public Library Board has stated, in the past, that it would negotiate with its neighbours if the had agreements with the neighbor that touches the City of Hamilton. Wellington borders Hamilton near Freelton and they have reciprocal agreements in place with a number of systems including Cambridge, Halton Hills and Waterloo Region. The proposed agreement creates a larger area where Hamilton residents can use library services. It is unlikely that this agreement would have a significant impact on usage.

## **Current Reciprocal Borrowing Agreements**

Hamilton Public Library has reciprocal borrowing arrangements with the following library systems:

- Brant County Library System
- Burlington Public Library
- Cambridge Public Library
- Grimsby Public Library
- Haldimand Public Library
- Milton Public Library
- Region of Waterloo Library
- Waterloo Public Library

### **Current Terms of Reciprocal Agreement**

The following are the current terms of our agreements with other systems:

- Reciprocal borrowers must have a valid library card from a participating system to register.
- Reciprocal borrowers may borrow a maximum of eight (8) items and place a request for two (2) items.
- Reciprocal borrowers do not have access to digital materials.
- Items must be returned to the system with which they were borrowed from.
- Reciprocal borrowers can not borrow book club kits.
- Reciprocal borrowers who wish to have full borrowing privileges must purchase a non-resident card.



**Date:** April 9, 2014

**To:** Chair and Members of the Board

**c.c.** Paul Takala, Chief Librarian

**From:** Melanie Southern, Director, Public Service, Partnerships & Communications

**Subject: Logo Implementation Update**

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**RECOMMENDATION:**

That the Hamilton Public Library Board receive the Logo Implementation Plan for its review and information.

**REPORT**

In March 2014, the Library Board endorsed the “bookmark” logo designed by Factor[e]. It an important design element for the website redesign and will become the chief visual component of HPL’s overall brand identity. As part of the Website Redesign and Logo Refresh project, Factor[e] will produce a letterhead and business card design, as well as provide a logo style guide.

Replacing all graphic elements is a significant undertaking and a phased implementation plan is proposed to better position HPL’s brand and establish its visual identity. A chart is attached to illustrate the elements involved in HPL’s brand architecture and illustrate some of the elements that need to be reviewed.

The proposed implementation plan has four stages:

**1. Staff launch at Staff Development Day (June 4)**

The goal for this stage is to build enthusiasm and consensus. While Administration and all managers have reviewed the logo, it has not been revealed to staff. This “reveal” date has been suggested for a number of reasons:

- All staff will be together and allow for a shared experience as we celebrate all that we do, and build enthusiasm and consensus around our logo.
- It will allow for a coordinated presentation illustrating a number of different applications of the logo throughout the day, and see how it better represents what we do, and how we work
- It will ensure that there is a connection between HPL’s brand essence and the logo



- Staff will have the entire day to view the logo repeatedly, and see it applied in a number of different applications
- Staff can also participate in a break-out session to further explore the logo and discuss how the brand can be applied system wide

**2. Website Launch – Late Summer**

The logo will be revealed to the public in conjunction with website launch. At this stage, electronic applications of the logo will be incorporated into daily use, and other items such as business cards will be issued. The logo will be represented prominently inside each location, and supported by a number of other elements such as, a new welcome flyer, and a number of other key documents.

**3. Official Launch - October**

The official launch of the logo is proposed for October, in conjunction with CLA Library month and Ontario Public Library Week. At this point, print material to the public will be updated, and ideally, the majority of exterior signs. Costs for replacing exterior signs are currently being investigated. A promotional campaign is also be explored, along with associated costs to ensure the official launch celebrates HPL and its staff.

**4. Ongoing Brand Development**

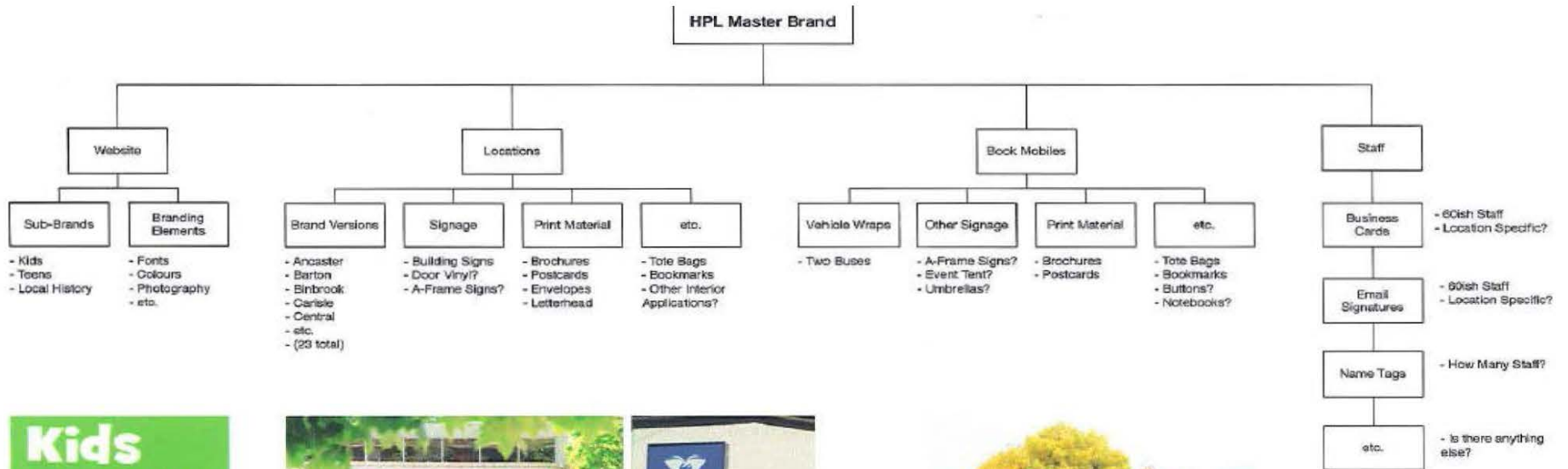
It is recognized, that having a new logo will act as a springboard for an ongoing brand development and give opportunities to celebrate and heighten the awareness of HPL, The replacement of minor elements are anticipated along with other desired items.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Staff are currently working with Factor[e] in projecting costs for a number of different logo assets. It has been suggested that the cost of exterior signs may not be prohibitive, but each location will have to be assessed. We anticipate that some items, such as Library cards can be purchased through operational budgets, as the inventory of existing library cards is getting low, and budget money has been set aside for new cards. Elements of the implementation that cannot be covered by the current operating budget will be brought back to the Library Board for consideration and staff will report back on the overall implementation of the new logo and the website.



# Hamilton Public Library





# Hamilton Public Library

**Date:** April 16, 2014  
**To:** Chair and Members of the Board  
**c.c.** Paul Takala, Chief Librarian  
**From:** Robin Hewitt, Director, Finance and Facilities  
**Subject:** **Design and Furniture - Purchasing Policy Amendment**

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## **RECOMMENDATION:**

**That an amendment be made to the Hamilton Public Library Purchasing Policy to allow Library staff to utilize vendors other than the City contracts, when designing library space, and furnishing library space.**

## **BACKGROUND:**

Libraries have specific needs that are not necessarily considered when corporate contracts are procured at the City level. As a result, several corporate contracts do not provide the flexibility required for library design and furnishings.

### Examples of Library Specific Requirements:

- Matching existing architectural design features and furnishings to new purchases
- Attaining the look and feel of library space, compared to typical office space or other city public space
- Acoustic requirements
- Shelving and height requirements
- Accessibility requirements
- Children's spaces and furniture
- Program adaption
- Quality of space
- Library public service requirements

Library staff require the freedom to design libraries in the context of its intended use and trends in library design and furnishings. These cannot be attained by strictly using City contracts.

Library staff will use the City contracts whenever possible, for example, for staff spaces.



**Date:** April 9, 2014  
**To:** Chair and Members of the Board  
**From:** Lita Barrie, Director, Digital Technology, Youth Services.  
**Subject:** **Technology and Internet Use Policy**

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**RECOMMENDATION:**

That the attached Technology and Internet Use Policy be approved.

**BACKGROUND:**

The Hamilton Public Library Board last revised and approved the Computer Use Policy in 2010. As part of the policy review project, the Computer Use Policy has been revised and updated to the Technology and Internet Use Policy to acknowledge and reflect some of the changes in technology and to use patterns of Library customers. The revisions also recognize the Library's ongoing commitment to the Canadian Library Association's Intellectual Freedom and Information and Communication Technology statements.

## Technology and Internet Use Policy

Approved Library Board 2010-01-20; 2008-09-17; 2001-04; 1998-04

### Definition of Scope

The Hamilton Public Library's Technology and Internet Use Policy applies to all types of computer and computer equipment usage on the premises of the Library or on the Library network. This includes but is not limited to: library public computers, laptops and mobile devices using the Library's wireless network, laptops and mobile devices on other networks inside the library.

### Policy

Public computer access and wireless access is provided to ensure equitable access to information and online resources. Wireless access complements public computer access and enables library customers to access library resources and the Internet with their own wireless enabled equipment.

The Hamilton Public Library provides access to the Internet and wireless network to fulfill its mission, "Freedom to Discover". In keeping with the Library's Intellectual Freedom Policy and in support of the Canadian Library Association's Intellectual and Information & Communication Technology statements. The Internet provides access to many resources for different age levels and reflects various points of view. Customers should be aware that information might not be accurate, complete, age-appropriate, or current. The Hamilton Public Library's website ([www.hpl.ca](http://www.hpl.ca)) recommends sites that provide quality information resources for both adults and children.

The Hamilton Public Library's computers are located in public areas and the computers and the wireless network are shared by Library users of all ages, backgrounds, and sensibilities. Individuals are expected to consider other Library users when accessing the Internet within the Library. Parents and guardians are reminded that the restriction of a child's use of a Library computer, including Internet and wireless access, is their responsibility. Hamilton Public Library's staff are available to assist in finding quality sites and evaluating the quality of an Internet site. Library computers, equipment and networks may not be used to:

Access sites or transmit materials that violate any Canadian federal or provincial law or City directive such as defamatory, discriminatory, or obscene materials.  
Display overt sexual images.  
Send fraudulent, harassing, or obscene email messages.  
Violate the privacy of another library patron.

The Hamilton Public Library also prohibits damaging or modifying the Library's computer equipment, software, or network.

The Internet is not a secure medium and third parties may be able to obtain information about users' activities. Please use caution before providing any personal information over the Internet.

The Hamilton Public Library assumes no responsibility for Internet content or damages, directly or indirectly, arising from its website or from its connections to other Internet services.

Anyone not adhering to this agreement or who willfully abuses or damages any computer or software will have their Library privileges suspended and will be legally and financially responsible for damages.



**Date:** April 9, 2014  
**To:** Chair and Members of the Board  
**From:** Melanie Southern – Director, Public Service, Partnerships & Communications  
**Subject:** **Display and Exhibits Policy**

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**RECOMMENDATION:**

That the attached Display and Exhibits Policy be approved.

**BACKGROUND:**

The attached Display and Exhibits Policy was developed to ensure there is a clear understanding when providing “occasional exhibit space” at any location of the Hamilton Public Library. The policy provides guidelines for hosting the display of works of art, crafts and other relevant objects. The policy was reviewed by staff and updated with a few edits and housekeeping revisions, but the intent of the policy remains the same. The policy was last reviewed in December 2012.

## Displays and Exhibits Policy

Location of Policy: **Public Services and Community Development > Facilities and Meeting Rooms**

**Policy Level:** Library Board

**Author:** Chief Librarian

**Date Approved:** First Approved: May 16, 1983; Revision Date: April 2001, July 2010. Last Revised: December 2012

### **Purpose**

This policy governs the display of art and other exhibits at all locations of the Hamilton Public Library.

### **Policy**

The Library provides occasional exhibit space to individuals or groups wishing to display works of art, crafts and other relevant objects. This free exhibit space enables Library visitors to participate in the creative life of the community, and presents artists with a valued avenue for exhibiting their work.

The Hamilton Public Library Board reserves the right to refuse to display any items considered to be inappropriate and/or unsuitable for a library environment.

- All exhibitors must complete the Hamilton Public Library Displays and Exhibit Application process to be considered. The application must include digital images of the proposed exhibit.
- The Library does not pay exhibit fees. Exhibitors are responsible for obtaining their own damage insurance for the contents of their exhibit.
- Permission for an individual or group to exhibit is generally for a single occurrence and does not imply the right to repeat exhibits.
- Hamilton Public Library does not allow advertisements or solicitations for recruitment, business or fundraising, nor the sale of items. Prices may not be attached to individual works; however, the exhibitor may leave a price list at the information desk or supply a sign listing a contact person, website address and telephone number where visitors can inquire about purchasing information.

The Library strives to work collaboratively with exhibitors to maintain the integrity of exhibits; however, the Library reserves the right to alter, move, cancel and/or remove an exhibit that is in contravention of this or other library policies. Displays that contravene federal, provincial or municipal laws will not be accepted.



## **Selection Criteria**

There are a number of criteria that library staff consider when approving an exhibit. Exhibits should be:

1. Responsive to HPL's mission and values as well as the diverse interests of the community.
2. Suitable for showing in a public library (i.e. extremely erotic or gratuitously violent depictions are not acceptable)
3. From artists or groups who have not recently displayed at the Library. The Library may approve repeat exhibits by individual artists or groups but prefer giving opportunities to as many artists as possible.
4. From Hamilton and area artists and groups, preferably but not exclusively.

## **Exhibit Areas**

The main exhibit areas for displays at the Central Library are the 1st and 4th floors (Gallery4 and Gallery4 Annex).

**Gallery4** Gallery4 provides artists with display space. Exhibits are generally approved for one month and represent a variety of media, techniques, subjects and styles. Artists wanting to display in Gallery4 must apply through the annual call. In addition to the standard Selection Criteria, HPL reviews the following criteria when approving Gallery4 exhibits:

1. Artist shows commitment to art (e.g. by training, experience).
2. A polished application including resume and artist statement.

### **Gallery4 Annex**

Gallery4 Annex is exhibit space dedicated to community displays. Exhibits may range from photographs to clothing (Rev Wear) to art created by students. All exhibitors must complete the Hamilton Public Library Displays and Exhibit Application process to be considered. The application must include digital images of the proposed exhibit.

## **Central Library Meeting Rooms**

Individuals or groups wishing to use Central Library's meeting rooms to exhibit their artwork must book and pay for the space as per the Meeting Rooms Policy.

## **Branch Libraries**

Each branch library has different display space. Interested parties should contact the Branch Manager for information.

**Related Policies:** [Meeting Rooms - Policy](#)

## **Internal Staff Procedures: Displays and Exhibits**

Location of Policy: **Public Services and Community Development > Facilities and Meeting Rooms > Displays and Exhibits Policy**

**Procedure Level:** Administration Team

**Author:** Manager, Partnerships & Outreach

### **Display Arrangements**

The owner/exhibitor is responsible for transporting, setting up and removing the display, including any associated costs. At the Central Library, exhibit pieces may be brought to the Library's shipping and receiving entrance provided that this is pre-arranged with staff. The exhibitor assumes responsibility for taking down the exhibit and for tidying up the space at the end of the specified exhibit period. Work may be stored at the Library before or after exhibit dates.

All exhibits must be arranged in an attractive and professional manner. The exhibitor is responsible for hanging material. No tape of any kind can be attached to walls or display case glass.

Displays at Gallery4 and Gallery4 Annex are usually exhibited for one month, while the length of time displays at branch libraries are exhibited will be arranged at the branch level.

Exhibitors are responsible for obtaining their own damage insurance for contents of the exhibit.