



## Art Gallery FAQs for Artists

### **Who can hang up their art in the Library?**

The Library Art Gallery is open to all artists in the area. If there are individuals, or art clubs, that are interested in having their pictures displayed, reach out to us. The Library Director will reserve final approval of all art on display at FSPL.

### **How long is the art up in the Library Art Gallery for?**

The art will be on display for around four months at a time.

### **How many pictures can be on display at a time?**

The number of pictures able to be displayed will depend on the size of the pictures. The rough estimate is around 35 medium sized pictures. We will endeavor to hang a variety of sizes.

### **Is there paperwork to fill in?**

Yes, in order to take part in the Library Art Gallery there is a contract to fill in. This contract is binding and will outline the relationship of the contract between the artist and the Library.

### **Is the artwork for sale? Does the Library get any money from the sale?**

Yes, the artwork displayed in the Library will be for sale; 20% of the sale of artwork will be donated to FSPL by the artist upon completion of the exhibition. For any donations of \$20 or more the Library can issue an official charitable donation receipt for income tax purposes.

### **Who sets the prices for the artwork on sale?**

The artist is responsible for setting the price of the artwork. There are two possible options for the artist to choose: the artist will manage all sales inquiries and sales transactions personally, or the Library will process the sales and hold funds for any sales at the prices set. If you choose to have the Library process the sales, the funds will be transferred to the artist at the end of the exhibit, less the agreed upon donation to the Library and any Square fees from payments.

### **Is there GST charged for the artwork?**

The artist can choose to include their GST number. This is not mandatory but a personal option by each artist. The Library will charge GST on all works sold, and this amount will be

included in the sales funds transferred. If no GST number is provided by the artist, the Library will collect the GST on the artist's behalf and remit to the Government.

## **What happens if my art is damaged while at the Fort Saskatchewan Public Library (FSPL)?**

We acknowledge that the FSPL is a public space, and that the FSPL will not be held accountable for any loss, damage to, or theft of the artwork. The artwork is hung on walls using proper attachment points.

### **How should I bring in my artwork?**

We recommend that artwork be wrapped when it comes to the Library; we endeavor to return the artwork in the same method of wrapping as when the artwork arrived at the Library. Please clearly label paper, bags, and other modes of wrapping so that library staff are able to re-wrap.

### **Should I bring in my own price tags/brochures?**

Yes, please bring in your own price tags for display with the art. Most tags are about business card size with the name of the artwork and price. The tags are affixed with sticky tack just below your artwork, but if you have another method that works then great! If you have any brochures for your artwork you are more than welcome to bring those in and we will have them at the front desk to hand out to interested patrons.

### **What sort of mounting should my artwork have?**

Your artwork must be able to hang. There needs to be a way to affix your artwork to the wall via a hook. The best system to hang your artwork is a wire on the back or a painting frame wall hook; some accommodations can be made but please contact us first.

### **Where can I view the artwork?**

The artwork can be viewed in the Library during open hours; artwork can be viewed online at <https://fspl.ca/about/art-gallery/>

### **I still have questions about the Library Art Gallery!**

Please contact the Library if you have further questions about the Art Gallery. The main point of contact is Kirsten Grahn at [kgrahn@fspl.ca](mailto:kgrahn@fspl.ca).