



**ONTARIO ASSOCIATION OF ART GALLERIES**

111 Peter Street, Suite 617, Toronto ON M5V 2H1

Phone: (416) 598-0714 Fax: (416) 598-4128

Email: oaag@oaag.org Web Site: http://www.oaag.org

Charitable Business Number 10779 6690 RR0001

**Membership Application**

Art Gallery, Affiliate Gallery, Associate Organization

This application requires a signature and as such cannot be submitted electronically.  
Please mail or fax this application to OAAG.

<b>Institution / Organization:</b>		<b>Date:</b> __/__/____ D M Y
<b>Address:</b>	<b>City:</b>	<b>Postal Code:</b>
<b>Telephone: ( )</b>	<b>Fax: ( )</b>	
<b>Director / Curator / Owner:</b>	<b>Email:</b>	
Total Budget:	Date of Incorporation:	
Governing Body:	Date Opened to the Public:	
Incorporated As:	Date of Commencement of Operation:	
Charitable Tax Number:		
<b>Please complete the following:</b>		
Is your organization a designated non-profit institution, dedicated to the service of the general public?	yes ___ no ___	
Does your organization support the aims and objectives of OAAG? (see below)	yes ___ no ___	
Does your organization include among its primary aims and objectives:  - The exhibition of work in the visual arts? - The interpretation of works in the visual arts? - The preservation of works in the visual arts?	yes ___ no ___ yes ___ no ___ yes ___ no ___	
Does your organization have an unpaid board or supervisory committee, representative of the community it serves, and charged with and ultimately responsible for the institution's policies?	yes ___ no ___	
Does your organization employ a full-time, paid director or curator who is charged primarily with the gallery's operation?	yes ___ no ___	
Does your organization have a space with measurable boundaries or a building publicly designated as an art gallery?	yes ___ no ___	
Does your organization strive to meet the physical standards for its operations as set out in OAAG's Environmental Standards for Art Galleries? (see attached) If not explain:  _____ _____ _____ _____	yes ___ no ___	

Does your organization ensure that works of art are cared for in a safe and acceptable manner?	yes ___ no___
Is your organization open to the public on a regular basis?	yes ___ no___
Hours of operation: _____	
Does your organization pay fees to professional artists for exhibitions and services rendered?	yes ___ no___
Does your organization maintain a balanced exhibition program according to its aims and objectives?	yes ___ no___
Has your organization served the public and fulfilled the preceding requirements for a period of at least one year?	yes ___ no___
<b>Complete the following:</b>	
<b>My organization is applying for membership as an (check one):</b>	
<input type="checkbox"/> <b>Art Gallery</b> <input type="checkbox"/> <b>Affiliate Gallery</b> <input type="checkbox"/> <b>Associated Organization</b>	
<b>Aims of your organization and interest in joining OAAG:</b>	
_____ _____ _____ _____ _____	
Signed _____ President or Chair of Board of Directors / Advisory Committee (if applicable)	Date: ____/____/____ D M Y
Signed _____ Director / Curator / Administrator	Date: ____/____/____ D M Y
Please attach any relevant information about the history of your organization.	

**OAAG's Vision**

To be a vital and effective advocate for Ontario’s dynamic public art galleries, serving and representing our members across the province as valued and essential centres of art and learning.

**OAAG's Mission**

- To serve and represent Ontario’s public art galleries as valued, essential, cultural and educational resources.
- To actively advocate for Ontario’s public art galleries.
- To promote dialogue and collaboration among OAAG members.
- To build and support responsive relationships between Ontario’s public art galleries and the public, volunteers, cultural trustees, artists, granting agencies, government and media.
- To encourage the highest standards for the care, preservation and presentation of the visual arts within Ontario’s public art galleries.
- To promote art gallery and cultural work as valuable professions.
- To recognize and celebrate excellence in the work of Ontario’s public art galleries.

## **OAAG ENVIRONMENTAL STANDARDS FOR ART GALLERIES**

### **Optimum Conditions For Works Of Art**

The following are guidelines based upon general consultations with experts in the field and are not meant to be definitive. Rather, they reflect the recent trend toward more realistic standards that are more attainable in North America, given our unique climate. Practicality and consistency are most important considerations. Standards at such institutions as the National Gallery may be more stringent and individual institutional demands should be considered when borrowing or lending works. In some cases, it may be possible to achieve more stringent standards in specific galleries or discreet spaces. Special environmentally controlled display cases may also be desirable to meet demands. These conditions must be maintained in both art exhibition and art storage areas.

### **Environmental Factors**

#### **1. Temperature**

A range of 19°C to 22°C, depending upon the season is practical and economical. 19°C to 20°C in the winter is easier on most Heating, Ventilation, Air Conditioning (HVAC) systems, with 21°C to 22°C in summer. Daily fluctuations should not exceed plus or minus 1°C – 1.5°C. (While 19°C may be chilly for people, it is also desirable in order to attain more ideal levels of relative humidity.)

Changes from season to season should be made as slowly and gradually as possible.

#### **2. Relative Humidity**

The more stable the relative humidity, the better for preservation of works of art. The optimum range year round is between 45% and 51%. A range in the low 40's is more realistic since it is nearly mechanically impossible to achieve 50% in winter here. HVAC instruments have a control capacity of only 3% and are unable to detect finer percentages in fluctuations. Daily fluctuations should not exceed plus or minus 3%. The changeover rate of at most 5% per month is difficult to achieve and it may be necessary to aim for about 1% per day. Aim for 45% as acceptable.

#### **3. Lighting**

A relatively recent concept of "Lux Hours" permits exposure of works of art at higher levels of light for short periods of time, especially if works are infrequently displayed. As a guide to light intensity, the following maximum standards are acceptable for incandescent or U.V. filtered bulbs, or natural daylight.

- maximum of 50 lux on sensitive objects (paper, textiles, etc.)
- maximum of 150 lux on paintings and polychromes
- maximum of 300 lux on insensitive objects (stone, bare metals)
- maximum of 75 u watts/lumen ultraviolet radiation

Note may be made on labels that levels are increased at the request of the artists for contemporary work, if applicable.

#### **4. Monitoring**

Light and climate should be monitored with professionally recommended equipment and recorded in order to recognize daily or seasonal fluctuations, and to make adjustments as required. A list of equipment sources is attached.

continued...

## 5. Security

### *Theft and Vandalism*

Suitable mechanical devices for prevention, electronic devices for detection, and central station monitoring for response.

Controlled key access to security areas, and personal staff supervision during open hours.

### *Fire*

Suitable safe practices for prevention, electronic devices for detection, safe (non-damaging) methods and devices for extinguishing and central station monitoring for counteraction.

## 6. Care and Handling

The improper physical handling of artworks leads to many usually avoidable mishaps. Objects should be moved or handled as infrequently as possible and in such manner as to prevent bumping and jostling. When works are being moved, undivided attention is required. Each task should be assigned to a specific individual (i.e. coordinator/router, supervisor, carrier(s), door opener/holder, etc.) Avoid haste. The hands of the mover(s) should be clean, or gloves worn. Be sensitive to the physical nature of objects.

## 7. Staff

A staff member whose major area of responsibility includes the maintenance of the aforementioned conditions, and whose training includes post-secondary museology training, or equivalent experience in the care and handling of works of art.

**Note: Security requirements are subject to the standards of the Underwriters Laboratories of Canada, the Ontario building code, municipal codes, and as such, are recommended practices that should be used with care.**

## 8. Air Cleaning

Level of dust removal – 95% of particles 1 micron in diameter; 50% of particles between 0.5 and 1 micron in diameter.

*Reference: Canadian Conservation Institute, Technical Bulletin #5*