

Exhibits and Displays

The purpose of the Library's exhibit and display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and information center for the community. The Library may not advocate or endorse viewpoints expressed within exhibits by exhibitors. For the purpose of this policy the term "display" includes wall exhibits, bulletin board items, enclosed display cases and freestanding exhibits.

Exhibits/displays shall further one or more of the following purposes:

- A. To promulgate a theme related to Library services, collections or programs.
- B. To compile Library materials from several subject areas which relate to a theme of current interest.
- C. To highlight current issues, events or other subjects of public interest in an informational manner.
- D. To display original art, crafts, photographs or writings.
- E. To highlight the activities of, or issues of interest to local non-profit organizations and agencies or to display collections or hobbies of local residents.

GUIDELINES FOR DISPLAY

1. Library curated exhibits are given priority.
2. The usual **length of an exhibit** is one month unless other arrangements are made. **Hours for exhibit** shall coincide with hours that the Library is open.
3. **Selection:** Exhibitors who would like to be considered for display are to submit an *Exhibit/Display Application* to the Library Director. Photos, slides or samples of the items to be displayed should be submitted with the application.

The following types of exhibit material will not be accepted:

- A. Partisan political exhibits or exhibits that support the election or defeat of a political candidate or seek to advance or protest federal, state or local legislation.
- B. Exhibits that are in violation of any laws or deemed to be derogatory to a race, creed, religion or any other characteristic cited by Human Rights Law to be respected and not discriminated against by a public agency such as the Library.
- C. Exhibits which seek to advance commercial products or services.

The Library Director and his/her designees shall have the final decision as to which exhibits will be accepted. The Library reserves the right to refuse, cancel, limit or impose restrictions upon any exhibit.

4. **Security & Liability:** The Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk. The Library is to be relieved of all liability for mutilation or damage or loss of an exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage,

it is the sole responsibility of the exhibitor to secure such insurance coverage.

5. **Prices:** No prices may be listed in the exhibit area or provided by Library staff. The Library will furnish or display the contact information of the exhibitor(s) when requested.
6. **Installation & Removal:** No items shall be displayed until a signed *Exhibit/Display Agreement* has been submitted to the Director. Exhibitor(s) are responsible for the installation and removal of displays and must supply necessary identifying or explanatory signs. All two dimensional work must be ready to hang. Sculpture stands must be provided by exhibitor.

Exhibitor(s) agree to install and remove display items on dates specified on the *Exhibit/Display Agreement*. The Library cannot accommodate frequent changes and/or rearrangements. The Library will not provide storage for the property of exhibitors beyond the agreed-upon period.

7. **Group shows:** In the case of exhibits by more than one person each exhibitor represented must complete a signed *Exhibit/Display Agreement*.
8. **Receptions:** Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require prior approval of the Library Director.
9. **Publicity:** The Library must approve all public relations announcements and advertising prior to dissemination and assumes no responsibility for publicizing exhibits. There may be no indication that the Library is sponsoring or endorsing an exhibit in exhibitor generated announcements, only the location may be mentioned. The Library may at its discretion publicize exhibits in the Library newsletter.
10. **Exhibits & Displays Curated by Library Staff:** The Library staff may prepare exhibits and displays of materials from the Library's own collections. These exhibits will adhere to the same guidelines set forth in this policy.



SAYVILLE LIBRARY EXHIBIT/DISPLAY APPLICATION

Date(s) of Exhibit: _____

Title of Exhibit/Display: _____

Name of Exhibitor and/or Organization: _____

Name of Contact Person: _____

Address: _____

Telephone #: _____ Email: _____

It is hereby agreed and understood that above exhibitor/organization will be completely responsible for materials on exhibit and display. It is further agreed that this material will be exhibited on the dates listed below. Reasonable efforts will be made to protect and preserve the materials, but it is agreed that the Sayville Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

Please attached a typed list of all items included in the exhibit/display with an estimated value for each.

The above described exhibit/display will be installed at the Library on:

_____ at _____ by _____
(Date) (Time) (Name)

The above described exhibit/display will be removed from the Library on:

_____ at _____ by _____
(Date) (Time) (Name)

I have received and read Sayville Library's *Exhibit & Display Policy* and agree to its guidelines. *

Signature of Exhibitor

Date

* Please note that submitting an *Exhibit/Display Application* does not guarantee approval.

Revised 9/2018
Adopted 7/2007



SAYVILLE LIBRARY EXHIBIT/DISPLAY AGREEMENT

Desired Start Date of Exhibit: _____

Desired End Date of Exhibit: _____

Please Check One:

- Art Gallery
- Lobby Display Case
- Adult Services Display Case

Title of Exhibit/Display: _____

Name of Exhibitor and/or Organization: _____

Name of Contact Person: _____

Address: _____

Telephone #: _____ Email: _____

Description of Exhibit : _____

Estimated Total Value of Exhibit: _____

- ✓ Please attached a typed list of all items included in the exhibit/display with an estimated value for each.
- ✓ Please include photographs or website link to photographs of exhibit items.

I have received and read Sayville Library's *Exhibit & Display Policy* and agree to its guidelines. *

Signature of Exhibitor

Date

* Please note that submitting an *Exhibit/Display Application* does not guarantee approval.

----- OFFICE USE ONLY -----	
Date Submitted _____	
Approved _____	Initials _____
Notified _____	

Revised 9/2018
Adopted 7/2007