

## **EXHIBIT/DISPLAY POLICY AND PROCEDURES**

### **BASIC POLICY STATEMENT**

The purpose of the Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an intellectual, cultural and informational center for the community. For the purposes of this policy the term "display" includes wall exhibits, bulletin board items, enclosed display cases and freestanding exhibits. Exhibits/displays using these facilities shall further one or more of these purposes:

- A. to call attention to a theme related to Library services, collections and programs
- B. to bring together 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 excellent original art, crafts, photographs or writings
- E. to explain the activities of, or issues of interest to, local nonprofit organizations and agencies or to display interesting collections or hobbies of local residents.

### **GUIDELINES FOR DISPLAYS**

- Use of the display facilities must be scheduled in advance with the Library display staff. Displays may be scheduled no more than one year in advance and approval will be granted for only one display in this time period.
- 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.
- Interested individuals/groups can obtain an exhibit/display information packet from the designated display staff.
- A completed 'Application for Exhibit or Display' accompanied by slides or sample items, should be submitted to the designated display staff. Decisions regarding which exhibits will be accepted rest with the Library display staff designated by the Director. If needed, the staff may consult with the Art Advisory Committee established by the Library. The Library reserves the right to refuse display space to exhibits which, in its opinion, do not further the purposes as stated in its policy statement.
- Display facilities are designed to be reasonably secure; however, the Library is not responsible for the security of displayed items.
- As stipulated in the exhibit agreement, the Patchogue-Medford Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.
- No prices may be listed in the exhibit area or provided by Library staff. The Library will furnish or display the name and telephone number of the contact person when requested.
- No items shall be displayed until a signed Exhibit Agreement and a typed list of all items included in the exhibit are given to the display staff. The group or individual initiating the display must supply any labor and/or equipment necessary to mount the display and prepare and supply necessary identifying or explanatory signs. All pieces to be displayed should be wired and ready for hanging. Artists agree to leave their work for the period stipulated.
- Exhibits/Displays will remain in place for the duration of the designated display period. The Library cannot arrange for frequent changes and rearrangements. The Library will not provide storage for the property of exhibitors beyond the agreed upon period.
- In the case of exhibits by more than one person, each artist must complete a signed Exhibit Agreement and list of items prior to installation. Those artists with signed agreements on file at the Library shall have preference over any last minute inclusions.
- The Library does not arrange exhibit openings. Any individual/group interested in having an exhibit opening must get approval from the Business Office, Monday through Friday, 9 a.m. to 5 p.m.
- The Library will publicize all exhibits (given adequate lead time) in the Library newsletter. Any additional publicity will be the responsibility of the exhibitor.

### **PATCHOGUE-MEDFORD LIBRARY**

54-60 East Main Street • Patchogue, NY 11772 • (631) 654-4700 • Fax (631) 289-3999 • [www.pmlib.org](http://www.pmlib.org)

Approved, 6/20/2017

Date of Exhibit \_\_\_\_\_

PATCHOGUE-MEDFORD LIBRARY  
**EXHIBIT AGREEMENT**

Name of Exhibit/Display

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone

\_\_\_\_\_

Email

\_\_\_\_\_

I have received and read the **LIBRARY EXHIBIT/DISPLAY POLICY AND PROCEDURES** and agree to the stated guidelines.

I understand that reasonable efforts will be made to protect and preserve the materials, but it is agreed that the Patchogue-Medford Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever. I agree that the Library may use the works and additional information I have submitted for inclusion in any promotional materials published by the Library. I warrant and represent that I am the legal owner of all rights, titles and interests in all items submitted, including all related intellectual property interests such as trademarks and exclusive copyrights. I acknowledge that I have the full rights and authority to enter this agreement.

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

Signature of Exhibitor

Date

\_\_\_\_\_

For Patchogue-Medford Library

Date

----- For Library Use Only -----

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

\_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Time) (Name)

It will be removed from the Library on:

\_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Time) (Name)

Approved 6/20/2017