

# **NORTHPORT-EAST NORTHPORT PUBLIC LIBRARY**

## **EXHIBIT AND DISPLAY POLICY**

The purpose of the Northport-East Northport Public Library's designated areas for exhibit/display is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Exhibits and displays are organized by the Library to further this mission. The Library reserves the right to determine what exhibits/displays will be solicited and accepted. Exhibits/displays using these facilities shall promote one or more of these purposes:

1. to promote Library services, collections or programs
2. to highlight current issues, events, or other subjects of public interest
3. to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Library

In recognition of the Library's function of encouraging and facilitating the free and open exchange of ideas and expressions of thought and creativity, the Trustees of the Northport-East Northport Public Library shall make available within the Library's facilities designated areas for the display of works of art. In light of the limited display areas available, the determination of which works of art shall be displayed shall be made solely by the Library Director. In making such determination the Director shall be mindful that the function detailed above must be tempered by the recognition that the patrons of the Library are of different ages, backgrounds, and tastes. Moreover, since the public display of art is not the principal purpose of the Library, discretion shall be exercised to ensure that all displays reflect not only diversity of expression, but also the diversity of the community we serve.

### **GUIDELINES FOR EXHIBITS/DISPLAYS**

1. All exhibitors are required to complete, in advance, an EXHIBIT APPLICATION FORM. The application shall be submitted at least 3 months in advance of the exhibit date, and shall be subject to the approval of the Library Director.
2. The Library reserves the right to cancel exhibits/displays at any time for any reason.
3. All works included in any exhibit must be approved by the Library Director. Only works which have been so approved may be included in the exhibit.
4. The installation of art work must be done by the exhibitor, subject to the approval of the Director, at the designated time and areas within the library. Transportation of works must also be arranged by the exhibitor.
5. All exhibits will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed promptly at the conclusion of the exhibit.

6. All art works (i.e. paintings, prints, posters, etc.) must be properly wired and framed by the exhibitor. Supplies needed for wall or showcase exhibits (stands, identifying cards or other props) must be provided by exhibitor. Legible, typed lists, corresponding to numbered items on exhibit, must be provided by the exhibitor.
7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information and business cards. A holder is located in the gallery for this purpose. Please do not affix any signs or labels to the gallery walls.
8. The Library will not act as intermediary in the sale of artwork and artist's receptions are not permitted. The Library will provide the name and telephone number of the exhibitor upon request. A list of item prices and business cards are optional and may be left at the Reference Desk.
9. All items placed on exhibit/display in the library are done so at the exhibitor's own risk. The Northport-East Northport Public Library is relieved of all liability for mutilation, damage, theft or loss of any exhibited items 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.
10. All publicity and press releases prepared by the exhibitor must be submitted to the Library Director for approval prior to being sent out to the media.
11. Exhibitors may contact the Community Services Department to arrange for an *Art Talk*. An *Art Talk* is an opportunity for artists to discuss their work with Library patrons. An Art Talk must be scheduled at the time of this application. The Library will provide a 1 ½ hour time slot in the gallery. Exhibitors are permitted to provide cookies or pastries only, as well as non-alcoholic beverages. Exhibitors are responsible for providing any paper goods such as tablecloths, cups, napkins, and plates. (Please keep in mind that your guests can purchase beverages and snacks at the Library Cafes which are open weekday evenings until 8:00 PM)
12. Fire regulations shall be observed at all times.
13. Any or all exhibit procedures shall be subject to change without notice by the Library Board of Trustees.

Adopted 07/98  
Revised 05/13  
Revised 06/18