

MIDDLE COUNTRY PUBLIC LIBRARY EXHIBIT POLICY

The purpose of the Middle Country Public Library's display facilities is to increase awareness of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. The Library reserves the right to determine what displays will be solicited and/or accepted as well as what items may be exhibited.

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

- To promote the Middle Country Public Library's services, collections or programs.
- To highlight current issues, historical information, events or other subjects of public interest.
- To display arts, crafts, photographs, writings and collections that promote or complement the mission of the Middle Country Public Library.
- To gain the community's appreciation of the importance of visual arts through exhibitions representing the diverse talent that exists within the Library's community.

Guidelines for Exhibits

Exhibition Space

The gallery space on the mezzanine of the Adult Department in the Centereach building possesses a proposed exhibit approximately 252 linear feet of wall space. The Library will determine the allocation of space.

Exhibit duration and viewing hours

All exhibits will be displayed for a specified period of time (usually from the first to the last day of a month) and must be promptly removed by the exhibitor. Exhibits may be viewed during the regular hours of the Middle Country Public Library.

Exhibitors

- Exhibitor must submit an Exhibit Application Form for consideration.
- Exhibitor must execute and return the Exhibitor's Agreement and Release Form.
- Exhibitor must provide an inventory list of all items to be displayed.
- All pieces to be displayed in the gallery space must be framed/mounted, as appropriate, and suitable for safe display.
- Exhibitor must supply all labor and materials required to mount the exhibit.
- Exhibitor is to be responsible for any damage incurred to the premises resulting from an exhibitor's display.
- Exhibitor must remove all displayed items at the end of the assigned exhibit period. The Library will dispose of items left on the premises for more than one week after the expiration date of the exhibit period.

- Nothing may be attached or adhered to the walls of the gallery space; items must be hung utilizing the Library's gallery system.
- Artists may display contact information including name, telephone number, address, email and web address but no prices may be displayed.
- The Middle Country Public Library is not responsible for the security or loss of displayed items. All items are to be displayed at the Exhibitor's risk.
- All items placed on display at the Library are done so at the exhibitor's own risk. The Middle Country Public Library is to be held harmless from of all liability for mutilation, damage, theft or loss of any exhibited items. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such coverage.
- All fire and safety regulations shall be observed at all times.

Selection

In recognition of the Middle Country Public Library's policy of encouraging and facilitating the free and open exchange of ideas and expression of thought and creativity, the Library shall make available within the Library's facilities designated areas for the display of works of art.

Exhibit Application Forms will be reviewed by Library staff with special consideration being given to Middle Country Public Library patrons. The Library Director, acting on behalf of the Board of Trustees, will have final approval of all proposed exhibits.

In making such a determination the Library Director shall be mindful that the policy detailed above must be conditioned upon 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 mission of the Library, discretion shall be exercised to insure that all displays reflect not appropriate expression, but also the diversity of the community we serve.

Applicants will be notified of exhibit decisions by email within two months of the receipt of the completed application. Incomplete applications will not be considered. The Library should be notified immediately if an approved and scheduled exhibit is to be cancelled by the exhibitor. Cancelled exhibits may not be rescheduled.

Publicity

Exhibitor must submit press release information and other publicity, including images, to the Library Director for approval prior to distribution. This information may appear in, but not restricted to, the Middle Country Public Library Quarterly, the Library's website and its social media accounts.

Artist Talks and Receptions

"Art Talks" and exhibit receptions may be arranged at the request of the artist and within the discretion of the Middle Country Public Library. Once an application to exhibit at the Library has been approved, please notify Elizabeth Malafi if you are interested in having an "Art Talk" or reception.

Adopted February 15, 2017 by the Board of Trustees of the Middle Country Public Library.

**Middle Country Public Library
Exhibitor's Agreement and Release**

In consideration of the permitting of my property being exhibited at the Middle Country Public Library, I hereby agree that neither the Library nor its trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused; or failure to preserve my property should I not abide by the terms of the Exhibit Policy; or (2) any damages which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any manner. I agree to indemnify and hold harmless the Library, its trustees, agents, and employees regarding any claim or action against any of them in any manner related to my property and/or its exhibition.

By executing this *Exhibitor's Agreement and Release*, I acknowledge having read the Middle Country Public Library's Exhibit/Display Policies and Procedures and hereby agree (without reservation) to comply with all of its terms and conditions. I have provided the Library with a completed *Inventory of Property Displayed* Form.

Set-Up Date: _____ Removal Date: _____

Dates of Exhibit: _____ to _____

Exhibitor Signature _____ Date

Library Administrator Signature _____ Date

To be executed upon removal of exhibit.

I hereby acknowledge that I have withdrawn my exhibit from the premises of the Middle Country Public Library.

Signature of Exhibitor _____ Date

Signature of Acknowledging Library Administrator _____ Date

