EXHIBITS POLICY

As part of the Library’s function to provide access to intellectual and cultural resources in the community, the Board of Trustees of the Farmingdale Public Library provides space for exhibits throughout the library, under the following conditions:

1. The Library shall not solicit exhibits.

2. The Library exhibit space will be available only to those engaged in educational, cultural or charitable activities. For-profit organizations and political entities will not be allowed exhibit space.

3. Library related activities shall take precedence over all other requests. Second preference shall be given to residents of UFSD #22 and then to others as availability allows.

4. The Board reserves unto itself, complete discretion in what is displayed in its facility, the times at which exhibits will be available for viewing, and the size and number of items to be displayed.

5. The Board of Trustees does not endorse the beliefs or viewpoints of topics that may be the subject of exhibits, and may post a sign in the Library indicating such, as it so desires.

6. All requests for exhibit space will be made to the library on the form proscribed. Confirmation of the exhibit will be mailed to the applicant.

7. All exhibits are booked on a first come, first served basis.

8. Publicity material relating to the exhibit shall be approved by the Library.

9. No sales of exhibit materials are allowed on Library premises. Transactions for the purchase of exhibit items shall be made directly between the purchaser and the artist/exhibitor. The artist’s/exhibitor’s telephone number and a short biographical sketch may be posted.

10. No exhibit material which is sold during its display in the Library may be removed from the exhibit before the end of the exhibition, unless such removal and rearrangement of the display is approved by the Library.

11. Artists/exhibitors must furnish the Library with a list of the value of each item for insurance purposes.

12. Artists/exhibitor is responsible for mounting and removing exhibit items.

13. Artists/exhibitors assume responsibility for the transportation of all works to and from the Library.

14. Labels for exhibited items must be furnished by the artist/exhibitor. Labels may not be taped, tacked or otherwise affixed to the walls.
15. One reception per exhibit will be considered, provided space and time are available. The artist/exhibitor must fill out a meeting room application and submit it for approval. The expense of all such receptions must be borne by the artist/exhibitor.

16. For wall-mounted displays, the Library shall furnish hooks and a step ladder, if necessary.

17. Sculptors shall provide exhibition furniture. Such furniture must be sturdy enough to support the work.

18. Exhibits which are not confined to the walls must not be placed in such a manner as to block exits, stairways or ramps as required by Fire Safety Codes.

19. If Library staff is forced to dismantle a display because the artist/exhibitor has not removed it as scheduled, the Library will not be responsible for any loss or damage. The artist/exhibitor will be charged for labor and storage.
PLEASE PRINT

DATE: ________________

Artist/Exhibitor: ___________________________ Phone: ________________

Address: __________________________________________________________________

Organization: __________________________________________________________________

Title of Exhibit: __________________________________________________________________

Number of items you wish to display: _______
*Number of items if subject to limitations of space

Dollar value of exhibit: $ _______

It is the responsibility of the Artist/Exhibitor to set up and remove the exhibit. Exhibits will normally be scheduled for a period of one calendar month. Exceptions must be approved by the Library Director.

I, the undersigned, am the true and lawful owner of the above works of art or other material. I agree to hold the Farmingdale Public Library, its Trustees and employees, harmless from any liability for any loss or damage to the above said item(s), whether or not such loss is caused by the negligence of such persons, except for the amount of any recovery, in whole or in part, for such loss or damage which the Farmingdale Public Library may receive under any insurance policies issued to it.

I further acknowledge receipt of the Library’s policy regarding exhibits, and have read and understand the rules and privileges governing same.

_________________________________________ Date

Signature of applicant

FOR LIBRARY USE ONLY

Your exhibit has been booked for: ________________ Number of items allowed: _______
You may install your exhibit on ________________ between the hours of _______
Your exhibit must be removed before 3 PM on_______________.

_________________________________________

Staff member’s signature