

Exhibit/Display Policy

The purpose of art exhibits and displays in the Center Moriches Free Public Library shall be for the enhancement of cultural, educational, and recreational pursuits of the Library within the scope of its mission statement. The Library reserves the right to determine what displays will be solicited and accepted as well as which pieces shall be exhibited. Exhibits/displays utilizing Library facilities shall follow one or more of the following purposes:

- To promote the Center Moriches Free Public Library's services, collections and/or programs.
- To highlight current issues, historical information, events or other subjects of community interest.
- To gain the community's appreciation of the importance of the arts through exhibitions and displays representing the diverse talent which exists within the community.

Guidelines

Exhibitor must submit an application for use of the exhibit space and/or display case. Preference is to be given to exhibitors who possess a current Center Moriches Free Public Library Card in good standing. However, exhibits and displays sponsored by the Center Moriches Free Public Library will take precedence over individual requests.

Exhibition time may be requested for a maximum of four weeks.

Exhibitor must provide the Library an inventory list of all items to be displayed.

All art pieces to be displayed must be hung using the Library's Art Hanging System, and must be framed and/or mounted as appropriate and suitable for safe display using wire and D-Style Hangers. Exhibitor must supply all labor involved in hanging and removal of the exhibit. Under no circumstances may the exhibitor place nails, thumbtacks or hooks into the walls of the Library or utilize screw eyes or saw tooth hangers. Exhibitor must install/take down his/her artwork at a predetermined time to be agreed upon by the Library and Exhibitor. Exhibit must comply with all fire regulations.

Exhibitor must remove all displayed items at the expiration of the assigned reservation period. There is no storage space available. The Library may not grant future exhibitions of the artist if items are not retrieved after one day subsequent to the assigned reservation period.

The Center Moriches Free Public Library will not act as intermediary in the sale of artwork on exhibit. Prices may not be displayed but the artist may supply contact information.

The Center Moriches Free Public Library reserves the right to publicize all exhibits which may include but not be limited to the Library Newsletter, Facebook, Twitter and/or other Social Media.

The Center Moriches Free Public Library assumes no responsibility for the theft of or damage to items in an exhibit or display nor does the Library provide insurance. The Exhibitor shall hold the Library harmless from any loss or damage to items accepted for exhibit or display.

Information pertaining to the Exhibit/Display Policy will be provided by the Library Director at 631-878-0940 x7.

Adopted by Board of Trustees on 8/21/17

Display and Exhibit Application

Name of Lender (i.e. Artist, institution, or Organization):

Representative responsible for overseeing installation on site and removal of exhibit
(if not the same as above):

Address: _____

City: _____

State: _____ Zip: _____

Phone (Home): _____ Phone (Cell): _____

Email address: _____

Library Barcode Number _____

Exhibit Start Date: _____ Exhibit End Date: _____

Description of Art or Exhibit and Title:

*Please attach a list of all Artwork or Objects sought to be displayed

I have read and agree to the Exhibit/Display Case Policy of the Center Moriches Free Public Library as stated.

Signature _____