

# EMMA S. CLARK MEMORIAL LIBRARY EXHIBITION POLICIES AND PROCEDURES ◀with Display Guidelines▶

## Basic Policy Statement

The use, by individuals or organizations, of the Library's facilities for displays and/or exhibits, other than those which pertain to the Library, is not a right but a privilege which is subject to review by the Board of Trustees.

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 purpose of this policy the term "display" includes wall exhibits, enclosed display cases and bulletin boards. Exhibits/displays using these facilities shall further one or more of the following purposes:

- A. To promulgate matters pertaining to Library services, collections or programs;
- B. To bring together Library materials from several subject areas which relate to a theme or current interest;
- C. To highlight current issues, events or other subjects of public interest in an informational manner;
- D. To display arts, crafts, photographs and writings, especially those produced by residents of the Three Village Central School District;
- E. To publicize the activities of local non-profit organizations and agencies or to display interesting collections or hobbies of local residents.

## Procedural Guidelines for Displays

Current areas for display include the designated art display area near the video collection, and the display case. Use of the display facilities must be scheduled in advance with the Library display staff person. Approval will be granted for only one display per month.

The length of an exhibit is one month.

Hours for exhibit shall coincide with hours that the Library is open.

**Selection:** Interested individuals/ groups can obtain exhibit/display information and application form at the Reference Desk. Decisions regarding which exhibits will be accepted rest with the Library display staff person who must be shown all items to be included in the display prior to approval. All items exhibited must be appropriate for viewing by all members of the library community. The Library reserves the right to refuse display space to exhibits which, in its opinion, do not comply with its policy statement.

**Library Security:** Display facilities are designed to be reasonably secure; however, the Library is not responsible for the security of displayed items and a general release form must be signed by all exhibitors.

**Insurance:** As stipulated in the exhibit agreement, the Emma S. Clark Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

**Prices:** No prices may be listed in the exhibit area or provided by the Library staff.

**Hanging and Removing Displays:** No items shall be displayed until a signed Exhibit Application has been approved by the display staff person. 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 framed and ready for hanging. Artists agree to leave their work for the period stipulated. The Library cannot arrange for frequent changes and rearrangements. The Library will not provide storage for the property of exhibitors.

**Group Shows:** In case of exhibits by more than one person, each artist must complete a signed exhibit agreement and list of items at the time of hanging or before.

**Publicity:** The Library will publicize all exhibits (given adequate lead time) in the Library's quarterly newsletter. Any additional publicity will be the responsibility of the exhibitor. Due to the location of the exhibit space it is not possible for the Library to allow opening receptions.

**For Art Exhibits only:**

Please email a copy of your brief biography and digital jpeg images of the works to be displayed to [nancy@emmaclark.org](mailto:nancy@emmaclark.org), including the month that your work will be exhibited. Thank you.

Policy approved: 2/14/01  
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