

Exhibits and Displays

PURPOSE

The Mahopac Public Library provides exhibit and display areas consistent with its mission, programs, and services. The Library develops exhibits and displays on a regular basis to promote the use of its collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to make it easy to find information on topics of current issue; to celebrate special occasions. Not-for-profit groups and individuals may use the Library's exhibit and display areas for educational, artistic, or cultural materials in accordance with the following provisions.

This policy shall be attached to and made part of any request to display.

Failure to comply with any part of this policy may result in denial of future exhibit and display privileges.

GUIDELINES

Library use of exhibit and display areas takes precedence in scheduling. Two (2) weeks notice will be provided to exhibitors in the event a Library use will preempt a scheduled user.

All exhibits and displays must be approved by the Library Director or his/her appointed designees (the gallery committee). Requests must be submitted on an *Exhibit and Display Application* (see attached) and will be considered in the order in which they are received. Upon acceptance of the application, exhibitors will receive a set of exhibit procedures covering the time before, during, and after the exhibit. The Library will preview a representative sample of the work to be shown prior to granting permission to exhibit or display. Factors considered in the approval process include:

- consistency with Library's mission;
- relevance to community needs and interests;
- subject matter;
- quality of presentation;
- space requirements; and
- timeliness.

The Library reserves the right to reject any part of an exhibit or display. The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; and the frequency with which an individual or group may have an exhibit or display.

Exhibitors are responsible for the installation and removal of their displays with the supervision and approval of the gallery committee. Exhibits or displays that are not removed on or prior to the date established by the Library will be removed by the Library. Any expense for such removal will become the responsibility of the exhibitor.

Exhibits cannot in any way disrupt the normal routine of the Library.

Exhibit and display areas are not for commercial use or benefit. Artists displaying their work may leave a phone number or address should viewers wish to contact them.

EXHIBIT RESERVATIONS AND CANCELLATIONS

In order to provide equitable access to exhibit and display areas, non-library exhibits and displays may remain for no more than twenty-eight (28) days. Groups may reserve a specific area for one (1) twenty-eight (28) day period annually. Individuals may reserve a specific area for one (1) twenty-eight (28) day period every two (2) years.

The Library reserves the right to cancel any exhibit or display if a Library event/program needs the area. The Library will provide two (2) weeks notice and will waive any fees and/or extend the rescheduled dates.

Exhibitors must provide two (2) weeks notice of any cancellation in order to avoid the loss of fees.

FEES

The current Schedule of Fees accompanies the *Exhibit and Display Application*. Fees are expected to be paid 48 hours prior to the installation of the exhibit or display.

LIABILITIES

The Library assumes no responsibility for the possible damage, destruction, or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. Exhibitors must sign a release form before any items can be displayed or exhibited. (See attached *Exhibit and Display Release* form.) It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

PUBLICITY

All publicity material must be submitted to the Library Director for approval at least two (2) weeks prior to distribution and/or publication. Such material may not imply that the exhibit or display is sponsored, co-sponsored, or endorsed by the Library.

An exhibitor who wishes to host a reception in the Library must submit a separate *Application for Workshop or Meeting Arrangements* which is part of the Library's Meeting Rooms Policy.

Non-library exhibits and displays do not reflect endorsement or advocacy for any point of view by the Library. The views expressed implicitly or explicitly in any exhibits and displays are those of the individuals or groups using the space.

Policy Adopted: November 16, 2005

Revised: February 28, 2007

Mahopac Public Library
Exhibit and Display Application

This form, including the Exhibit and Display Release, must be submitted to and be approved by the Mahopac Public Library at least 6 weeks prior to the scheduled date of the event. A separate form is required for each date requested.

Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____

Sponsoring Organization: _____

Address: _____

Phone: _____ Fax: _____

Purpose of Organization: _____

Exhibit and Display Information

Dates Requested: _____

Set-Up (day, date) _____ to Removal (day, date) _____

Reception Date and Time: _____

Purpose of Exhibit: _____

Exhibit/Display Requirements (Check all that apply.):

___ Gallery (3rd floor) _____ Floor space (specify _____)

___ Display case (specify _____)

Contents/Description (Please list number and type of items, etc. Library may require visual representation of layout. Attach additional sheets if necessary.):

I/We have received a copy of the Mahopac Public Library Exhibits and Displays Policy, Procedures, and the Application and Release forms and I/We agree to abide by all of the stated rules/regulations.

Name (print): _____

Signature: _____ Date: _____

(Implies an understanding of, and agreement to abide by, the Mahopac Public Library Exhibit and Display Policy and Procedures.)

MPL APPROVAL: _____ Date: _____

For Mahopac Public Library accounting office use only

Invoice # _____ Check # _____ Paid Date _____ Amount _____

