

**GUIDELINES FOR EXHIBITS
IN THE
GUILDERLAND PUBLIC LIBRARY**

- A. The period of an exhibit is one month unless otherwise arranged with the Director/Designee. Scheduling by groups may be arranged up to 10 months in advance of the exhibition opening date and scheduling by individuals may be arranged up to 8 months in advance of the exhibition opening date. Exhibitors are expected to keep their exhibits on display for the full month. Any changes in the exhibit during the month must be made by the exhibitor or the exhibitor's representative and approved by the Director.
- B. All exhibitors must complete a display inventory which indicates all items on display and their estimated value. The form must be signed by the exhibitor or the exhibitor's representative and the Director/Designee when the exhibit is installed and again when it is removed. Alterations in the exhibit during its display period also must be certified on the form.
- C. All items placed on exhibit in the Library are done so at the exhibitor's risk. While effort will be made to protect exhibits, the Library assumes no responsibility for damage or theft of any of the exhibitor's property. Although the library has insurance for items on loan, the exhibitor's own policy should provide primary coverage. For any exhibits valued over \$2,500 the exhibitor must provide proof of insurance coverage and a copy of that coverage must be on file with the Director/Designee.
- D. Exhibitor identification in the exhibit must be limited to the exhibitor's name and phone number. Identification will be withheld from the exhibit if anonymity is requested. The Library will honor such requests also in public notice of exhibits issued by the Library.
- E. Exhibits involving advertising will not be accepted for display.
- F. Posted information about exhibited pieces may include exhibitor's contact information.
- G. All transactions of sales of exhibited material are strictly between the exhibitor and purchaser; library staff shall not be responsible for handling any money from the sale of items displayed. Any items sold during a display period shall remain on display until such time as all items are scheduled to be removed from the exhibit. Exhibitors may prepare information sheets containing exhibitor contact and pricing information; these sheets shall be available only at the library's Circulation Desk. No prices shall be on display in the exhibit.
- H. Exhibitors may host a public reception in one of the meeting rooms during public hours, in accordance with the Meeting Room Policy, and as long as such reception does not conflict/disrupt library activities. Costs associated with receptions (including invitations, food, and beverages) are the responsibility of the artist. No alcoholic beverages are permitted.
- I. The Library is unable to provide storage space for exhibitor's materials or items.

- J. All signage for exhibits must be approved in advance by the Director/Designee.
- K. Appointments must be made with Library staff for installation, modification, or removal of exhibits. All handling of exhibits is the responsibility of the exhibitors.
- L. The Library reserves the right to refuse or remove any material judged unsuitable or to rescind an exhibit for violation of these guidelines.

Citations

Adopted 8/10/94

Revised 12/12/96

Revised 5/13/99

Revised 11/14/02

Revised 4/12/18

POLICY