

# Mattituck-Laurel Library

## Exhibition Policies and Procedures

### **Basic Policy Statement**

The use, by individuals or organizations, of the Library's facilities and/or exhibits is not a right but a privilege which is subject to review by the Library Director and 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 display, enclosed display cases and bulletin board exhibits. Exhibits/displays using the Library facilities shall further one or more of the following purposes:

- A. To promulgate matters pertaining to Library services, collections or programs;
- B. To highlight current issues, events or other subjects of public interest in an informational manner;
- C. To display arts, crafts, photographs and writings, especially those produced by residents of Mattituck and Laurel;
- D. 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 in the hallway on the lower level of the library and the display cases in front of the conference room. Use of the display facilities must be scheduled in advance with the Library Arts Coordinator. Approval will be granted for only one display per month.

The length of the exhibit is one month

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

**Selection:** Interested individuals/groups can obtain exhibit/display information and application forms from the Arts Coordinator. Decisions regarding which exhibits will be accepted rest with the Library Director 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 this 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 Mattituck-Laurel Library is relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever.

**Hanging and Removing Displays:** No Items shall be displayed until a signed Exhibit Application has been approved by the Director. 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 the 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, local newspaper and on the library's website.