



Exhibits and Displays Policy

The Lindenhurst Memorial Library welcomes displays of items of general interest to the community. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term “display or exhibits” includes wall exhibits and display cases. Exhibits/displays using Library facilities shall promote one or more of these purposes:

- To promote public library services, collections or programs
- To highlight current issues, events or other subjects of public interest
- To display arts, crafts, photographs, writings or collections when they promote and/or compliment the mission of the Library

GUIDELINES:

Areas for display include the glass display case in the lobby, the Venetian Room walls, and the lower lobby display case. The case outside of the Children’s Department is reserved for our younger patrons (preschool – elementary school).

Displays must be scheduled and approved in advance with Library staff. Displays may be scheduled no more than one year in advance and approval will be granted for only one display per applicant in this period.

Interested individuals can obtain exhibit/display information on our website under “policies” or at any of the service desks in the building. A completed APPLICATION FOR LIBRARY EXHIBIT/DISPLAY, accompanied by pictures of sample items, if possible, should be submitted to the Library Director’s attention. The Library reserves the right to refuse display space to exhibits that, in its opinion, do not further the purposes as stated in its exhibits policy.

The Library reserves the right to cancel displays at any time for any reason.

Hours for the exhibit shall coincide with hours that the Library is open. Displays in the Venetian Room will be unavailable when the room is in use for a program. The usual length of an exhibit is one month.

Display facilities are designed to be reasonably secure; however, the Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor’s risk.

As stipulated in the EXHIBITOR’S AGREEMENT AND RELEASE, the Library is relieved of all liability for damage or loss of exhibit or display from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

No prices may be attached to individual items displayed. The exhibitor may post contact information, including an email and telephone number, and a price list in the provided holder if they wish.

The EXHIBITOR'S AGREEMENT AND RELEASE must be signed and a typed list of all items included in the exhibit (not display case items) must be given to the designated staff member prior to putting items on display. The group or individual initiating the display must hang the exhibit and provide any explanatory signs.

All pieces displayed on walls should be framed and/or mounted and suitable for hanging safely. The exhibitor must make prior arrangements with staff as to the day and time the display will be mounted and taken down. The Library will not provide storage for the property of exhibitors beyond the agreed upon period.

In the case of exhibits by more than one person, each artist must complete a signed EXHIBITOR'S AGREEMENT AND RELEASE and a list of items at the time of hanging or before.

. Any individual/group interested in having an exhibit opening should contact the Library display staff as soon as possible to ensure room availability, within the time frame of the exhibit and within normal Library hours. .

The Library will publicize all exhibits in the Library newsletter if able. Exhibits will be publicized on official social media channels of the Library, including its website. Any additional publicity will be the responsibility of the exhibitor and must be approved by the Library prior to dissemination.

Adopted: September 21, 2019
Revised: June 21, 2023, August 19, 2024



Application for Exhibits/Displays at the Library

Applications can be returned in person to the attention of the Library Director, or emailed to exhibits@lindenhurstlibrary.org I/We the undersigned, hereby present the following works of art or other material to the Lindenhurst Memorial Library for exhibit/display purposes. I/we hereby indemnify, release and hold harmless the Lindenhurst Memorial Library, its Board of Trustees, staff and agents from all liability, claims, and costs arising from or related to the subject exhibit including the installation and removal of such exhibit/display.

Requested space(s): Front Lobby Case ____ Venetian Room ____ Lower Lobby Case ____

Children's Display Case (preschool – elementary school patrons only) ____

Proposed dates of exhibit/display: _____

Title of Exhibit: _____

Please give a brief description below of the items you wish to display, that can be used for marketing purposes. Email (jpg files) one or two sample photos to be used in library publicity to exhibits@lindenhurstlibrary.org

PRINT: First and Last Name of Exhibitor: _____

Signature: _____ **Date:** _____

Name of Organization, if applicable: _____

Address: _____

Phone: _____ **email:** _____

Date received: _____ Staff initials: _____ Approved: _____ Denied: _____

Library Director Signature: _____ Date: _____

Exhibitor notified of approval/denial: Date: _____ Staff initials: _____

Approved dates of exhibit: _____

Entered in calendar with installation/takedown time: _____

Entered starting date and ending date of exhibit in calendar: _____

Date sent to marketing for inclusion on website, display monitors, social media: _____

Meet the Artist Reception scheduled: YES (date and time) _____ NO _____

Form revised: 8/19/24