

Display Cabinets

The Lindenhurst Memorial Library welcomes displays of arts, crafts, and other items of general interest to the community for display in the front lobby cabinet. A smaller table top cabinet is available for youth displays of materials adjacent to the Youth Services Department. Such displays are to be approved through the Director or the Director's designee. A written application must be filled out, executed, and approved by the Director or his/her designee prior to a display being exhibited in the display cabinet.

Displays will be scheduled on a calendar basis; displays will commence on the 1st of the month, except if the Library is closed, in which case the display will be set-up the next day the Library is open. Displays will be set up under the supervision of Library staff. Exhibit must be arranged and completed fifteen minutes before the closing time of the building.

Exhibits must be removed on the last day of their scheduled presentation, as set forth in the signed agreement; this is typically the last day of the month, except if the Library is closed; the display will then be removed on the next day the Library is open.

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 and the Library assumes no responsibility for damages to the exhibit sustained during the removal. Exhibits may not disrupt the normal routine of the Library. Artists displaying their work may post their prices and contact information. The Library is not responsible for the sale of art work.

The Library assumes no responsibility for any damage, destruction, or theft of any item displayed. All items placed in the Library are there at the owner's risk. Exhibitors must sign a release before any items may be displayed or exhibited.

It is recommended that exhibitors verify their insurance coverage with their carriers prior to the installation.

Non-Library exhibits and displays are not to reflect or imply 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 exhibiting the items.

Displays must be of an educational, cultural, or civic nature. Content must fall within the broad standards of community acceptability and be appropriate for all age-groups including children.

- Exhibits may not be undertaken for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising. Nor may they be for the purposes of religious proselytizing or partisan political recruitment. Exhibits and

displays referencing religious or political topics may be permitted if they are of an educational or civic nature.

- The Library reserves the right to refuse or remove any materials judged unsuitable or to rescind permission for an exhibit/display.
- Exhibit cases may not contain materials that will decay, become hazardous, or leave stains. Exhibitors will be charged for any damage caused by their display.
- All exhibits will be considered within the Library's mission to provide educational and cultural enrichment. The following guidelines are used for this purpose.
 - Suitability for community consumption of subject matter and physical presentation
 - Quality of presentation
 - Local and regional interest,
 - Space requirements,
 - Timeliness.
- Exhibits mounted in the Children's Room must be appropriate to the developmental stages, needs and interests of children.
- Applicants may be required to provide sample photographs, photocopies, prints or actual works proposed to be shown. Applicants are responsible for arranging for the return of their review materials.

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 present an exhibit or display.

The Director, in his/her sole judgement, will be the final arbiter regarding what may be displayed in the Library, where and how it will be displayed, and for what length of time. There will be no appeal in regard to this matter.

Adopted: September 21, 2019



LINDENHURST MEMORIAL LIBRARY: EXHIBIT/DISPLAY REQUEST FORM

I/We the undersigned, hereby present the following works of art or other material to the Lindenhurst Memorial Library for exhibit/display purposes only. I/we hereby indemnify, release and hold harmless the Lindenhurst Memorial Library, its Board of Trustees, staff and agents from any and all liability, claims, and costs arising from or related to the subject exhibit including the installation and removal of such exhibit/display.

Requested space: Front Lobby case _____ Youth case _____ Other _____

Proposed dates of exhibit/display: From _____ to _____

Brief description of materials to be exhibited/displayed: _____

First and Last Name of Exhibitor (print): _____

Signature: _____ Date: _____

Name of Organization, if applicable: _____

Address: _____

Phone: _____ email: _____

Date received: _____ Staff initials: _____ Application approved: _____ OR Application denied: _____

Library Director Signature: _____ Date: _____

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

Adopted: September 21, 2019