

EXHIBIT AND DISPLAY POLICY

- 1) The use by individuals or organizations of the Library's facilities for displays and/or exhibits is not a right but a privilege which is subject to review by the Board of Trustees.
- 2) All works included in an exhibit must be approved by the Library Director or a representative of the Director.
- 3) The installation of art work must be done by the exhibitor or with the help of Library staff at a prearranged time and in the designated area of the Library. Transportation of the art work is the responsibility of the artist or exhibitor.
- 4) All exhibits will be displayed for a specified period of time (usually one month).
- 5) All items to be hung must be matted, mounted or framed and wired ready for hanging. Nothing may be affixed to the meeting room walls. Explanatory material may be left on the lectern at the entrance to the room or be prepared for hanging on the gallery rods.
- 6) Two months before the exhibit, the artist must present a professional biography and any information appropriate for publicity purposes, e.g., photographs.
- 7) Publicity and press releases shall be prepared by the exhibitor and submitted to the Director or a representative of the Director prior to being sent out to the media.
- 8) The Library will not act as intermediary in the sale of art work, but will allow the artist to provide contact information.
- 9) The Library maintains a \$50,000 Exhibit Floater on its regular insurance policy to cover all art works which are in the building at any one time. Additional coverage may be requested if proper documentation is provided.
- 10) The Library reserves the right to cancel any exhibit or display without prior notice. This decision may be appealed to the Board of Trustees.
- 11) A reception to mark the installation of any exhibit will be considered, providing space and time requirements of library and exhibitor are mutually agreeable. Scheduled library events or programs have priority. Refreshments (non-alcoholic only) are to be provided by the exhibitor.
- 12) Fire regulations shall be observed at all times.
- 13) The Library may not be used to display or exhibit any material, leaflets or posters which advocate the election or defeat of a candidate for public office.
- 14) No organization or individual shall be permitted to place in the Library any receptacle which solicits donations, or sale of any product or item by any commercial or charitable enterprise without prior Library permission.

Adopted by the Board of Trustees of the Jericho Public Library	October 19, 1992
Revised	June 12, 1997
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