

WEST BABYLON PUBLIC LIBRARY
EXHIBIT AND DISPLAY PROCEDURES

The purpose of the West Babylon Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, information, cultural and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. Exhibits and displays using these facilities shall promote one or more of these purposes.

*Permission to use any space must be obtained from the Director or his/her representative and approval will be contingent upon the needs of the Library, previous commitments and the degree to which the exhibit complements the mission of the Library.

*In order to be considered for an Exhibit or Display, all works must appear, in advance, on an annotated list (size, media, etc.) and must be accompanied by photographs showing ALL works to be displayed. The list and photographs will be retained until the exhibit or display is removed and then promptly returned to the artist/displayer.

*Supplies needed to properly complete the exhibit or display must be provided by exhibitor.

*Exhibits and displays must be installed by the exhibitor.

*The Library cannot assume responsibility for the safety of articles exhibited and an Exhibit Agreement and Release must be signed by the exhibitor. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such coverage

*Finished exhibits must be viewed by the Director or his/her representative to insure that they match the initial submission list.

*Any sign required in the exhibit must meet the Library's standards and must be furnished by the exhibitor.

*The exhibitor may not advertise that articles on display are for sale. However, any member of the public expressing an interest in purchasing may, if the exhibitor wishes, be given a name, address or telephone number for possible contact.

*Labels for exhibited items must be furnished by the artist/exhibitor. Labels must be neat, and cannot be taped on walls. Prices may not be included on labels.

*The Library must approve all public relations announcements and advertising prior to dissemination.

*The Library reserves the right to cancel any exhibit or display without prior notice. Failure to abide by these regulations shall constitute adequate grounds for canceling any exhibit.

Revised: 1/05