



Comsewogue Public Library

Exhibit Policy

(formerly Exhibit/Display Policy)

Basic Policy Statement

The purpose of the Comsewogue Public Library's exhibit facilities is to support its role as an educational, informational and cultural center for the community it serves.

The Library reserves the right to determine what exhibits will be solicited and/or accepted for exhibition. For the purpose of this policy the term exhibit facilities include but is not limited to walls, enclosed display cases and space for free-standing exhibits. Exhibits using these facilities shall promote one or more of the following purposes:

- To display arts, crafts, photographs, writings or collections, highlight topical issues, historical information, events or other subjects of public interest when they promote or complement the mission of the Comsewogue Public Library.
- To gain the community's appreciation of the importance of the visual arts through exhibitions representing the diverse talent that exists within the Library's community.

Exhibitor

- Exhibitor must apply for use of display or gallery space.
- Exhibitor must execute and return the Exhibitor's Agreement and Release form.
- Exhibitor must provide an inventory list of all items to be displayed.
- All pieces to be displayed must be framed and/or mounted, as appropriate, and suitable for safe and secure display.
- Exhibitor must supply all labor and materials required to mount the exhibit, with the exception of the use of ladders. Only Library staff may use ladders, and the ladders used must be Library-owned.
- Exhibitor must remove all displayed items at the end of the assigned reservation period. There are no storage spaces available. The Library will dispose of items left on the premises for more than one week after the expiration of the assigned reservation period.
- Nothing may be attached or adhered to the walls; exhibition items must hang from the Library's gallery rail. A price list may not be displayed; however, an artist may display contact information including, name, telephone number, address as well as email and webpage address.

Exhibit Hours

Exhibit hours shall be within the regular hours of the Library.

Exhibition Space

The 690 square foot Gallery area contains approximately 75 linear feet of wall space. The Library possesses two lockable display cases. The Library's exhibit advisory panel will determine the allocation of space.

Selection

Exhibits will be preliminarily approved by an advisory panel that is comprised of Library Administrators and the Exhibit Coordinator. The panel will recommend exhibits which adhere to Library policy.

Security & Liability:

Library Security

The Library is not responsible for the security of items. All items are understood and acknowledged to be displayed at the Exhibitor's risk (or to loss or damage).

Liability

The Library assumes no responsibility for loss, theft or damage to exhibited property. Exhibitors are responsible for obtaining any insurance they may deem appropriate.

Content/Cancellation

Decisions by the Comsewogue Public Library regarding exhibit content, arrangement, cancellation, and exclusion of items are solely reserved to the Comsewogue Public Library. Such decisions are to be predicated upon policy, safety issues, building emergencies, misrepresentation on applications, operational necessity, and any other basis deemed warranted by the Library. The exhibit must remain intact during the scheduled display period. Exhibits may not be used for the support of commercial activity, or direct sales. Prices may not be displayed, and sales transactions may not take place on Library property. Exhibitors may provide contact information through which interested persons may independently contact them. The provision of exhibit space does not constitute endorsement by the Comsewogue Public Library or its Board of Trustees of the beliefs, viewpoints, organizations, artists, or materials represented in an exhibit.

Request for Reconsideration of an Exhibit

The Library and/or its staff will not immediately remove an approved exhibit following receipt of a complaint. An individual who resides in the Comsewogue, Mount Sinai or Miller Place School District may formally question the appropriateness of a particular exhibit item through the submission to the Library Director of a *Request for Reconsideration of Material* form, available at www.cplib.org. The Library will evaluate a completed *Request for Reconsideration of Material* form in line with its adopted policy and not in conjunction with the viewpoint of any involved individual(s).

Publicity

An exhibitor must submit press release information and other publicity, including images, to the Comsewogue Public Library. The Library reserves the right to promulgate this information in, but not be limited to, the Comsewogue Public Library Newsletter, the Comsewogue Public Library website (www.cplib.org) and the Comsewogue Public Library's social media accounts. Publicity created by the exhibitor and that uses the Library's name/logo in a manner suggesting sponsorship or that purports to speak for the Library if not permitted.

Receptions

Receptions may be requested by the exhibitor and scheduled by the Comsewogue Public Library based on space availability and the terms of the [reception guidelines](#) located at www.cplib.org.

If you are interested in applying for use of space for an exhibit please click on the link for an application:
([Exhibit Application](#))

Board Approved - 12/17/13

Board Reaffirmed - 4/20/21

Revised & Board Approved - 8/18/15, 8/18/26