

The Comsewogue Public Library Exhibit / Display Policy

Basic Policy Statement

The purpose of the Comsewogue Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. The Library reserves the right to determine what displays will be solicited and accepted as well as which pieces shall be exhibited. For the purpose of this policy the term "display" includes but is not limited to wall, enclosed display case and free-standing exhibits. Exhibits/displays using these facilities shall promote one or more of the following purposes:

- To promote the Comsewogue Public Library's services, collections and/or programs.
- To highlight current issues, historical information, events or other subjects of public interest.
- To display arts, crafts, photographs, writings or collections 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 libraries community.

Exhibitor

Exhibitor must submit an application 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 display.

Exhibitor must supply all labor and materials needed 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.

Hours for Displays

Hours of Displays shall be within the regular hours of the Comsewogue Public Library.

Exhibition Space

The 690 square foot Gallery area contains approximately 75 linear feet of wall space. The Library possesses one lockable display case measuring 44" wide x 20" deep x 8 1/2" high. The Library's advisory panel will determine the allocation of space.

Selection

Exhibitions will be preliminarily approved by an advisory panel that is comprised of Comsewogue Public Library staff members. The panel will meet regularly to choose exhibits that best promote the purposes of the Library. Special consideration will be given to Comsewogue Public Library patrons. The Library Director, acting on behalf of the Board of Trustees, will possess the administrative responsibility for the final approval of applications. Applicants will be notified of decisions by email within two months of the receipt of a completed application. The Library reserves the right to deny approval based on incomplete applications. The Library is to be notified immediately if an approved exhibit must be canceled.

Library Security

The Comsewogue Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the Exhibitor's risk.

Liability

The Comsewogue Public Library is to be relieved of all liability for mutilation or damage or loss of exhibits from any cause whatsoever. Should an exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance.

Content/Cancellation

The decisions regarding the display content and arrangement of an exhibit are solely reserved to the Comsewogue Public Library. Some items loaned for an exhibit may not be displayed. No auctioning or negotiations shall take place on Library premises. The exhibit must remain intact during the scheduled display period. The Comsewogue Public Library reserves the right to cancel displays at any time for any reason.

Publicity

Exhibitor must submit press release information and other publicity, including images, to the Comsewogue Public Library for approval prior to distribution. This information may appear in, but not be limited to, the Comsewogue Public Library Newsletter, the Comsewogue Public Library website (cplib.org) and Comsewogue Public Library's social media accounts.

Receptions

Receptions may be arranged at the request of the artist and within the discretion of the Comsewogue Public Library. Applicants should plan to host opening receptions. Once an application to exhibit at the Library is approved please notify the library of your interest in having a reception. If a reception is then scheduled please click on the link for [reception guidelines](#).

If you are interested in applying for use of space for an exhibition please click on the link for an [application](#).