Reset Form

Plainview-Old Bethpage Public Library
Art Exhibit Application

Applicant or Organizational Information:

Name: _____

Address: _____

Phone: _____

Email Address: _____

Exhibit Information:

Exhibit Space Requested: _____

Beginning Date of Exhibit: _____

Ending Date of Exhibit: _____

- **In consideration** of permitting my property to be exhibited at the Plainview-Old Bethpage Public Library, I hereby agree that neither the Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move or remove my property; or (2) any injury I may sustain to any degree attributable to or in any way relative to, the exhibition of my property.
- **I represent** that the exhibition of my property is not prohibited or restricted in any way, and that title to it shall not be transferred before its removal from the Library. **(No sale of any exhibit piece may take place on Library property).** I agree to indemnify and hold harmless the Library, its Trustees, agents and employees concerning any claim or action against any of them because of my property and/or its exhibition.
- **I agree** that the Library does not hold, store, hang or transport any piece of any exhibit. **All exhibit pieces must be removed by the end of the exhibit date.** In the case of a group exhibit, it is the responsibility of the group leader to make sure that all member pieces are removed from Library premises and redistributed to their members in person.
- **I agree** to observe the REGULATIONS accompanying this application.

Applicant's Agreement:

Applicant's Signature: _____

Organizational Title (if applicable): _____

For Office Use Only:

The above application is: ☐ Approved ☐ Disapproved Date: _____

Signed: _____ , Gallery Coordinator

REGULATIONS GOVERNING USE OF EXHIBIT SPACE

1. Application along with at least five (5) slides or color photographs that are representative of the current exhibit must be returned to the Exhibit Coordinator. **What is shown to the Exhibit Coordinator must be indicative of the work that will be exhibited.**
2. The customary time for display will be one month, and may be shortened or extended according to the Library's schedule.
3. Three months before the exhibit, the artist must present a professional biography and any information appropriate for publicity purposes, e.g., photographs.
4. Publicity and press releases shall be prepared by the exhibitor and submitted to the Director prior to being sent out to the media. The Library Director must approve all signs, flyers, and publicity.
5. Two months' notice is required for cancellation of an exhibit by an exhibitor.
6. The exhibitor must deliver all exhibits to the Library at the time and date specified. Exhibit mounting and dismounting shall be the responsibility of the exhibitor and shall be hung only on the Library's equipment for hanging.
7. All items to be hung must be matted, mounted, or framed and wired ready for hanging. **Nothing** may be affixed to the Library walls. Explanatory materials may be left on the easel at the entrance to the gallery or be prepared for hanging on the gallery rods.
8. Legible lists with prices (if any) corresponding to numbered items on exhibit must be provided by the exhibitor.
9. The Library will not act as intermediary in the sales of artwork, but will provide the artist's phone number upon request. No open display of prices is permitted. Price lists may be left at the Community Service Office or with monitors of group shows for the convenience of interested viewers. Catalogs or flyer may refer to availability of these lists or list phone numbers of artists whose works are exhibited.
10. Requests for receptions with refreshments must accompany the exhibit application form and require the approval of the Director. Smoking and alcoholic beverages are prohibited.
11. Fire regulations shall be observed at all times.

Exhibition Information

Exhibit Installation:

Date: _____

Time: _____

Exhibit Removal:

Date: _____

Time: _____

I hereby acknowledge that I have withdrawn my exhibit, as listed, from the Plainview-Old Bethpage Public Library.

Signature: _____

ART POLICY FOR THE PLAINVIEW-OLD BETHPAGE PUBLIC LIBRARY

As part of our cultural mission, the Plainview-Old Bethpage Public Library is pleased to offer exhibit space to the public in its Art Gallery. The Library is a central community cultural gathering place, and its easy public accessibility and numerous hours of operation make the Library's exhibit space an advantageous public venue. Having artwork in the Library also enhances the Library's environment for patrons, and helps promote both art and artists. While all artwork is eligible for display, this space will not be provided for advertising for commercial enterprises. Artwork shall not be excluded on the basis of doctrinal, religious or political beliefs of the exhibitor(s). Displays do not necessarily represent the views of the Library.

Library sponsored or cosponsored exhibits take precedence over other exhibits, and the Library reserves the right to cancel any exhibit or display without prior notice if the Library Director or Board of Trustees determines that the space is needed for Library purposes. The time allowed for display of any single exhibit will be determined by the Library's needs and schedule.

The selection of materials for exhibit will be governed by the same principles of intellectual freedom which underlie the Library's material selection policy, e.g. The American Library Association's "Freedom to Read Statement," and the "Library Bill of Rights," as well as "Exhibit Spaces and Bulletin Boards – an Interpretation of the Library Bill of Rights." In the absence of an overriding community interest in a particular exhibit or special relevance of a particular exhibit to Library programs, the Library will schedule artwork for display with preference given to Plainview-Old Bethpage residents. The Library reserves the right to limit the frequency with which a particular artist or organization may display materials.

The Library assumes no liability for loss or damage to items installed, displayed, or exhibited. The Library does not insure exhibits. Exhibitors must agree to indemnify and hold harmless the Library, its Trustees, agents, and employees from any claim, demand, or liability against any of them arising directly or indirectly or relating to the exhibit.