

## Putnam Valley Library Exhibition Policy

As an educational and cultural institution, the Putnam Valley Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of art, handiwork, historical material, or any other material deemed of general interest may be exhibited. The Board of Trustees/ Director shall accept or reject material offered for display based on its suitability and availability.

Applications to exhibit should be mailed to the Director. All items in the exhibit are reviewed and approved in advance of display by the Exhibition Committee. (Please read the Exhibition Guidelines) Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for proper and safe framing and hanging of work from the art display system. The Library does not provide porter service, storage space, or special furnishings.

The Putnam Valley Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. If security is a concern, it is recommended that the artist provide a "gallery sitter".

The Putnam Valley Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a release, an insurance waiver, before any artwork can be displayed in the Library.

Exhibits and displays may include information about the exhibit/exhibitor.

There will be a donation to the Library of 10% of the price of any works sold during the exhibit.

The following will be posted as part of all non-library exhibits or displays: "Exhibits are offered as a community service and do not carry the endorsement of the Putnam Valley Library."

The exhibit rooms are multi-functional. Meeting, programs, or parties may be held in the space concurrent with the exhibition.

Adopted April 2007

## Putnam Valley Library Insurance Waiver & Release

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. I (WE) HAVE READ the policy information and understand that insurance for exhibited works is recommended and that in the event of loss or damage the artist/owner/signatory is solely responsible. In consideration of the privilege of exhibiting them in the Library, I hereby hold harmless and release said Library from responsibility for loss, damage, or destruction while they are on the Library property.

Exhibition to be held in the \_\_\_\_\_ during \_\_\_\_\_

Description of materials loaned \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Email \_\_\_\_\_

Adopted April 2007

**PUTNAM VALLEY LIBRARY**

30 Oscawana Lake Road  
Putnam Valley, NY 10579  
(845) 528-3242 Phone  
(845) 529-3297 Fax

**APPLICATION FOR EXHIBITION**

EXHIBITOR(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATES OF EXHIBIT \_\_\_\_\_

SPECIFIC TIMES OF USE OF ROOM:

SET UP: \_\_\_\_\_

OPENING: \_\_\_\_\_

REMOVAL: \_\_\_\_\_

DESCRIPTION OF EXHIBIT. PLEASE ATTACH LIST OF ITEMS TO BE DISPLAYED.

\_\_\_\_\_  
\_\_\_\_\_

I (WE) HAVE READ the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at the Putnam Valley Library.

\_\_\_\_\_ date \_\_\_\_\_

signature

\_\_\_\_\_ date \_\_\_\_\_

signature

.....  
For library use:

Date \_\_\_\_\_ Approved and confirmed with applicant(s) \_\_\_\_\_

PLEASE MAIL THIS COMPLETED FORM TO: Director, Putnam Valley Library  
30 Oscawana Lake Rd.  
Putnam Valley, NY 10579

## Putnam Valley Library Exhibition Guidelines

The goal of the Library's exhibit area is to provide exhibition space for community enrichment.

The Exhibition Committee, which is a five member panel, including four Trustees and the Library Director, will make final determinations for all works submitted for exhibition. Scheduling of exhibitions is the responsibility of the Library Director, based on availability.

For works to be considered, please submit either slides, photographs, a CD, DVD, portfolio, some facsimile, or a website address with examples of the work for display. You will then be notified and an appointment made to meet with the gallery committee or their representative.

Factors considered in the approval process include:

- consistency with Library's mission;
- relevance to community needs and interests;
- quality of presentation;
- space requirements.

The Library reserves the right to reject any part of an exhibit or display. The Library reserves the right to limit the size, number, and placement of items; the schedule of any display; and the frequency with which an individual or group may have an exhibit or display. Exhibitors are responsible for the installation and removal of their displays with supervision and/or approval of the Exhibition Committee or their representative. Exhibits that are not removed on or prior to the date established by the Library will be removed by the Library. Any expenses for such removal, storage, or damage to the artwork will become the responsibility of the exhibitor/owner/ signatory.

Exhibits cannot in any way disrupt the normal routine of the Library. Signs will state that the articles on display should not be photographed nor touched.

The Putnam Valley Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a release, an insurance waiver, before any artwork can be displayed in the Library.

All submitted pieces must be suitable for display. Exhibitors are expected to:

- bring in all pieces for the show;
- hang the pieces with the committee's approval;
- supply an itemized list of all artwork with a description of each piece and the number of items;
- dismantle and remove all pieces at the conclusion of your exhibition;
- leave the Library in the same condition found at the commencement of the exhibition and to reimburse the Library for any damage.

