

AMITYVILLE PUBLIC LIBRARY

EXHIBIT AND DISPLAY POLICY

The purpose of the Amityville Public Library display facilities is to increase public awareness of the Library's resources and to support its mission as an informational, cultural, educational and recreational center for the community. Displays are organized by the Library to further this mission. For the purpose of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits.

The Amityville Public Library welcomes displays of arts, crafts, collectibles and other items of general interest to the community. The Library will provide space for Library district residents and local organizations for such displays when possible. The Library reserves the right to determine what displays will be solicited and accepted.

Guidelines for Display

1. Areas for display shall be determined by the Amityville Public Library.
2. The Amityville Public Library reserves the right to cancel a display at any time for any reason. No reason need be given to the exhibitor for cancellation of display.
3. Each exhibitor must execute an exhibit agreement with the Amityville Public Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display. The name and telephone number of the exhibitor may be included in the display. No items shall be displayed until a signed Exhibitor's Agreement and Release and a list of all items included in the display are provided to the Amityville Public Library.
4. The group or individual providing the display must supply labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to the Amityville Public Library. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely.
5. Exhibitors agree to leave their work for the period stipulated in the Exhibitor's Agreement and Release. The Amityville Public Library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitor's agreement and Release. Exhibits left beyond this period may be considered abandoned property and disposed of accordingly.
6. The Amityville 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.

7. The Amityville Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.
8. Arrangements for receptions and/or other exhibit related events are the responsibility of the exhibitors and require prior approval of the Amityville Public Library.
9. The Amityville Public Library must approve all public relations announcements and advertising prior to dissemination. The Amityville Public Library assumes no responsibility for publicizing exhibits.
10. Commercial advertisement or sale information is prohibited, in accordance with New York State law.

Adopted March 20, 2014, amended 7/23/15

EXHIBITOR'S AGREEMENT AND RELEASE

In consideration of my permitting my property to be exhibited at the Amityville Public Library, I hereby agree that neither the Amityville Public 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 said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and title to said property shall not be transferred before its removal from the Library. 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.

By signing this Exhibitor's Agreement and Release, I acknowledge having read the Amityville Public Library Exhibit and Display Policy and hereby agree to comply with all its terms and conditions.



Delivery Date _____ Removal Date _____

Date of Exhibit _____ To _____

Signature _____

Print Name _____

Print Address _____

Telephone Number _____



I hereby acknowledge that I have withdrawn my exhibit from the premises of the Amityville Public Library.

Signature _____

Date _____