I. **PURPOSE**
This policy sets forth criteria for art exhibits/displays in the Greenburgh Public Library (the Library) and the responsibilities of Library staff and exhibitors for exhibits/displays in the Library, including the Howard & Ruth Jacobs Family Gallery.

II. **POLICY**

a) The Library display facilities are intended for exhibits/displays related to:
   - Library business or activities.
   - Items of educational, artistic, cultural, or civic interest to the community.

b) Displays may not be used for advertising or for commercial purposes, though sales of art work will be permitted. Any sales are between the artists/exhibitors and the purchaser. The Library staff will never be responsible for the sale of any art work. Prices/price lists are permitted during the exhibit. Any works of art sold while on display in the Library or within 30 days thereafter as a result of the display/exhibit at the Library are subject to a commission of 10%. The Library will work with the artist/exhibitor to determine the amount due to the Library within 60 days after the end of each show.

c) Identification of the sponsor/exhibitor must be included in the display. Such identification must contain the following:
   - Name of sponsoring agency, authorized representative or artist.
   - Street address and telephone number of sponsoring agency or authorized representative.

d) The duration of any display or exhibit is established at the discretion of Library management. The requirements of the Library take precedence over those of the exhibitors. Should the Library require display/exhibit facilities for its own use, and that use might conflict with the exhibit the Library will provide a minimum of three (3) days written notice to the exhibitor.

e) The Howard & Ruth Jacobs Family Gallery uses a Walker Display System for hanging art work. The system and gallery are conducive only to work that can be hung on the wall utilizing the display system provided by the Library. No other system or method of displaying art work is permitted nor can be accommodated in the Howard & Ruth Jacobs Family Gallery. Nothing shall be affixed to the gallery walls without permission of the Library.

f) Installation and subsequent removal of displays/exhibits are the responsibilities of the applicant.
Displays/exhibits which are not removed on the date established by Library management will be removed by staff and a $200.00 fee will be assessed and charged to the exhibitor.

g) The Library, Library Board of Trustees and/or the Town of Greenburgh are not responsible for loss, theft or damage to any exhibit/display or any part thereof.

The exhibitor will be held responsible for any damage to the room (including walls) and contents of the room.

h) The Library does not advocate or endorse the viewpoints of parties permitted to utilize exhibit space.

i) Potential exhibitors must complete (a) an application and (b) a release form before Library management will consider any exhibit or display. No installations are permitted without authorization of Library management.

The Library Director, as designee of the Library Board of Trustees, has authority for approving the use of exhibit space. The Library Director has the discretion to approve/disapprove an application and may designate a representative(s) from the Library staff to approve/disapprove an application. This decision may be appealed to the Library Board of Trustees. In exercising such discretion, the Library Director will consider: artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit in relation the community, and degree to which the exhibit will be consistent with the Library’s mission statement and policies.

Failure to comply with these rules may result in denial of future exhibit/display privileges. This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals must be submitted to the Board in writing within 30 days.
### III. PROCEDURES

**EXHIBIT SPACE APPLICATION**

(THIS APPLICATION INCLUDES THE HOWARD & RUTH JACOBS FAMILY GALLERY)

Greenburgh Public Library
300 Tarrytown Road, Elmsford, NY 10523.
Telephone (914) 721-8221 Fax (914) 721-8201
E-mail: cdeitchman@greenburghlibrary.org

COMPLETE ALL SECTIONS BELOW

<table>
<thead>
<tr>
<th><strong>APPLICANT INFORMATION</strong></th>
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<tbody>
<tr>
<td>Name of Applicant:</td>
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<tr>
<td>Address:</td>
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<tr>
<td>E-mail address:</td>
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<td>Telephone Number:</td>
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<td>Authorized Representative:</td>
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<tr>
<th><strong>EXHIBIT INFORMATION</strong></th>
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<td>Dates Requested:</td>
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<tr>
<td><strong>Contents/Description</strong>: Approximate number and type of items. Attach additional sheets if necessary. Library requires representation of three (3) examples of work to be submitted with this application. A web site address is acceptable for initial consideration.</td>
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I have read and understand the exhibit space rules for use and agree to abide by those rules.

NAME: ____________________________ DATE: ____________________________

SIGNATURE: ____________________________

ORGANIZATION: ____________________________

TITLE OF EXHIBIT: ____________________________
IV: Release Form

The owner of paintings or other art objects on display in the Greenburgh Public Library shall indemnify and hold harmless the Greenburgh Public Library, the Town of Greenburgh, their officers, trustees, agents and employees from all claims, demands and actions, including all claims of negligence, in regard to any alleged damage to, theft or any other type of loss to the paintings or art objects, and from all costs and expenses incurred in litigation or in the handling and consideration of claims for such damages.

_______________________________
Signature of owner or representative

_______________________________
Address

_______________________________
Telephone number

_______________________________
Date

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.