

EXHIBIT AND DISPLAY POLICY

Basic Policy Statement

The purpose of The Smithtown Library's display facilities is to enhance 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. Displays are supported by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using Library facilities shall promote one or more of these purposes:

- a. to promote The Smithtown Library's services, collections, or programs;
- b. to highlight current issues, events or other subjects of public interest; and
- c. to display arts, crafts, photographs, writings or collections when they promote or complement the mission of The Smithtown Library.

Guidelines for Displays

Areas for Display. Shall be determined by The Smithtown Library.

Cancellation. The Smithtown Library reserves the right to cancel displays at any time for any reason.

Exhibitor. Each exhibitor must execute an exhibit agreement with The Smithtown Library prior to display. This Exhibitor's Agreement and Release shall include a descriptive list of all items included in the display. No items shall be displayed unless a signed Exhibitor's Agreement and Release and a list of all items included in the exhibit are provided to the Library. The name, telephone number and/or email address of the exhibitor may be included in the display. No prices may be listed in the display area. The group or individual providing the display must supply any labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to The Smithtown Library. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work in place for the period stipulated in the Exhibitor's Agreement and Release. The Library cannot accommodate changes and rearrangements of exhibited material nor will it provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits remaining beyond this period will be considered abandoned property and will be disposed of accordingly.

Policy 700-70

Hours for Exhibit. Shall be determined by The Smithtown Library.

Library Security. The Smithtown Library is not responsible for the security of displayed items. All items are to be displayed at the exhibitor's risk.

Liability. The Smithtown Library is relieved of all liability for mutilation or damage or loss of exhibit items 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.

Receptions. Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require the prior approval of The Smithtown Library.

Publicity. The Smithtown Library must approve all public relations announcements and advertising prior to promulgation. The Smithtown Library assumes no responsibility for publicizing exhibits.

Policy 700-70
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