

EXHIBIT AND DISPLAY POLICY

Seaford Public Library

1. The use by individuals or organizations of the Library's facilities for displays and/or exhibits is not a right but a privilege which is subject to review
2. All works included in an exhibit must be approved by the Library Director or a representative of the Director. Only works which have been so approved may be included in the exhibit.
3. The Installation of art or photographic work must be done by the exhibitor at a prearranged time and in the designated area of the Library. Transportation of the art or photographic work is the responsibility of the artist or photographer.
4. All exhibits will be displayed for a specified period of time (usually a month). The exhibitors will remove all items at the Library's request on 24 hours advance notice.
5. All items to be hung must be matted, mounted or framed and wired ready for hanging. Legible lists with prices (if any), corresponding to numbered items on exhibit, must be provided by the exhibitor. Two months before the exhibit, the artist or photographer must present a professional biography and any information appropriate for publicity purposes.
6. Publicity and press releases shall be prepared by the exhibitor and submitted to the Director for approval prior to being sent out to the media.
7. The Library will not act as intermediary in the sale of the art work, but will provide the artist's phone number and/or email address upon request.
8. The Library, its trustees and employees, are not liable for any loss or damage to items accepted for display in the library, whether or not such loss is caused by the negligence of such persons. Any insurance required for the exhibit is the responsibility of the exhibitor. Exhibitor shall sign the Exhibitor's Agreement holding the library harmless from any loss or damage to items for display.
9. The Library reserves the right to cancel any exhibit or display without prior notice.
10. A reception to mark the installation of any exhibit or display will be considered, providing space and time requirements of library and exhibitor are mutually agreeable.

Scheduled library events or programs have priority. Refreshments are provided by the exhibitor. Only non-alcoholic beverages may be served.

11. Fire regulations shall be observed at all times.

Adopted by the Board of Trustees: March 18, 1997

Revision Approved by the Board of Trustees: March 20, 2023