

Suffern Free Library - Display and Exhibit Policy

Approved by Suffern Free Library Board of Trustees on May 24, 2022

This policy supersedes all prior policies and practices relative to this subject.

As a part of its public service, information, and discovery mission, the Library provides art exhibits to complement its educational and cultural enrichment programs. These exhibits may feature local artists, students, and special traveling exhibits.

TYPES OF EXHIBITS

Paintings, photography, quilts, sculpture, ceramics, fabric panels, historical materials and collections (in exhibit cases) are all examples of appropriate exhibits. Because people of all ages use the library, topics of nudity, violence and profanity are not accepted.

EXHIBIT AREA – The exhibit space consists of:

- Three lockable, glass-enclosed exhibit cases of various sizes.
- The walls in the meeting room, which measure 90 linear feet, and additional exhibit areas in the lower lobby
- The meeting room is provided with picture moulding from which artwork must be hung using the Walker Display system rods (No nails, tape or labels are to be affixed to the walls.)

APPLICATION TO EXHIBIT

- Complete exhibit request form online (Representative from a group can make submittal for the group)
- You will be contacted to bring in 3-5 original works
- Submit a brief resume on background, awards, type of work and past exhibits

REVIEW OF APPLICATION

Suffern Free Library Community Services Coordinator will review art as applications are submitted. Artists will be notified by email regarding acceptance status and scheduling. Exhibits will run for four (4) to eight (8) weeks, approximately beginning and ending with the calendar month.

LIABILITY

Suffern Free Library does not provide insurance in the event of loss by theft or vandalism of any artwork. A concerned exhibitor should seek private coverage for work displayed. Neither the library nor the Library Board accepts responsibility for loss or damage of displayed items.

ARTIST'S RECEPTION

Artists have the option of having an opening reception. If you are interested, please discuss this at your meeting with the Community Services Coordinator. Artists are responsible for setting up and cleaning up after themselves. No alcoholic beverages may be served when the library is open.

INVITATIONS

If the artist plans to promote the exhibit, please add the following to the promotional materials: *Please call Suffern Free Library at (845) 357-1237 to make sure the exhibit will be open for viewing.*

PUBLICITY

The Library will promote the exhibit on the Library's website, social media, and print materials. The publicity may be limited to the artist name, medium, title of exhibit, exhibit dates, and reception.

SALE OF ARTWORK

- The Suffern Free Library will not handle sale of any artworks. The artist may provide a list of work for sale and a phone number that will be posted in the exhibit area.
- Prices may not be posted on artworks.
- If there are sales, 10% of proceeds must be donated to Suffern Free Library at completion of exhibit.

SUFFERN FREE LIBRARY
210 Lafayette Avenue, Suffern, NY 10901
Phone: (845) 357-1237 • Fax: (845) 357-3156
Email: askus@suffernfreelibrary.org

EXHIBIT REQUEST FORM

Name: _____

Address: _____

Phone: _____ Email: _____

Type of Exhibit: _____

EXHIBITOR'S GUIDELINES

- Exhibits are shown for four (4) to eight (8) weeks
- Exhibitors must hang or set up their own exhibits following the policy of the library regarding hanging methods allowed. (NO nails in the walls. NO tape or labels on the walls.)
- All work should be framed and wired in the back. Unframed work (*student art only*) must be mounted on mat board or other rigid backing with appropriate hooks to accommodate hanging cord.
- Artwork must be removed on assigned day to avoid interference with the next exhibit.
- The artist will provide a list of titles and prices to the library representative prior to the opening of the show.
- Prices may not be posted on any artwork.
- Any work sold during the exhibit must remain on display for the duration of the show.
- A donation of 10% of sales will be made to the Suffern Free Library.
- Artist must supply pedestals for sculpture.
- Subject of artworks must be appropriate for a library setting and audiences of all ages.
- The library does not provide insurance to cover loss by theft or vandalism of art.

EXHIBIT AGREEMENT

In applying to exhibit at the library I, _____ agree that I have read and understand the policies as described in this form and in the Exhibitor Guidelines.

Signature _____ Date: _____

When exhibit is confirmed, a copy of this form will be returned to you.

Make an appointment to bring in 3-5 original works and ***brief resume*** as outlined in Guidelines and Procedures.