



## **East Rockaway Public Library**

477 Atlantic Avenue • East Rockaway, NY 11518 • 516-599-1664 • [eastrockawaylibrary.org](http://eastrockawaylibrary.org)

### DISPLAY POLICY & GUIDELINES

The Library reserves the right to reject any part of an exhibit or display. The Library reserves the right to limit the size, number and placement of items; the schedule of any display; and the frequency with which an individual or group may have a display. Exhibitors are responsible for the installation and removal of their displays with the supervision of Library Staff. Exhibits are not for commercial use or benefit. Artists displaying their work may leave a phone number or address should viewers wish to contact them.

The Library Board will preview a representative sample of the work to be shown prior to granting permission to display. Factors considered in the approval process include:

- . Subject matter
- . Quality of presentation
- . Space requirements

#### RESERVATIONS

Groups/individuals may reserve display space for a 28 day period. The Library reserves the right to cancel an exhibit if the space is needed. If the exhibitor must cancel their display, the Library should be given two-week notice.

#### LIABILITIES

The Library assumes no responsibility for the possible damage, destruction or theft of any item displayed. All items placed in the Library are there at the owner's risk. Exhibitors must sign a release form before any items can be displayed.

#### PUBLICITY

All publicity material must be submitted to the Library Director for approval at least two weeks prior to distribution and/or publication.

#### DISPLAY APPLICATION

I/We the undersigned understand and will abide by the East Rockaway Public Library's Display Policy. I/We agree to hold harmless the East Rockaway Public Library for any damage or theft of any item exhibited. I/We also agree that the Library shall not be held responsible for any injury incurred during the installation or removal of the display.

Adopted by the East Rockaway Public Library Board of Trustees February 10, 2015. Reviewed 2/25/20.

DATES OF DISPLAY: \_\_\_\_\_

BRIEF DESCRIPTION OF DISPLAY: \_\_\_\_\_

NAME (PRINT): \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Adopted by the East Rockaway Public Library Board of Trustees February 12, 2015. Reviewed 2/28/23.