

EXHIBIT POLICY

The Scarsdale Public Library offers space for the exhibition of artwork, crafts, and collections of unique, interesting or historically significant items. All exhibits are free and open to the public. The Library encourages exhibitions of painting, photography, sculpture, crafts, etc., for civic, cultural, educational and recreational purposes. Exhibit space is made available at the discretion of the Library Director to individuals or groups with respect to artworks that best meet the selection criteria. Local and regional residents and organizations are invited to apply. Library use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for Library purposes.

APPLICATION FOR USE

Application for use can be made through the Library's website. The Library Director, as designee of the Library Board of Trustees, has sole authority and discretion for approving the use of exhibit space.

Exhibits may be scheduled for up to one month within a 12 month period. A fee may be charged. A separate application for a reception must be made at least 2 weeks prior to the reception.

SELECTION CRITERIA

The Director may consider various aspects of the exhibit including but not limited to artistic merit, degree of general public interest in the subject matter and medium/media of an exhibit, importance of the exhibit as a record or reflection of the times or of the community, safety and degree to which the exhibit will be responsive to and consistent with the Library's Mission Statement and Policies.

Exhibits should reflect the library's role as an educational, cultural and community institution presenting a balanced program of exhibits in all suitable media. Selection criteria for exhibits follow the standards set in the library's Materials Selection Policy. Artists must make their works available for review, whether through online sources, copies or prints. Items of high value or extreme delicacy are generally not selected. Preference is given to applicants from Scarsdale.

The Library recognizes that the contents of an exhibit may offend some library users. A request for reconsideration of any given item in an exhibit may be made to the Library Director.

RESPONSIBILITY FOR USE

Insurance and Security: The Library is not responsible for the theft or damage to items on exhibit, nor does it provide security or insurance to protect them. Security and insurance are the sole responsibility of the exhibitor and the Library reserves the right to require indemnification from an exhibitor. Exhibitors must sign the waiver on the Exhibit Request Form.

Access: Access to the exhibit space may be restricted at certain times by the Library Director or their designee.

Arrangement: The Library reserves the right to determine how all exhibits are arranged. Exhibits are subject to hanging and placing regulations of the Library. Exhibitors are responsible for hanging their own work and for providing all necessary materials for organizing an exhibit once approved by the Library. Exhibitors are responsible and must reimburse the Library for any damages incurred connection with the exhibition.

Publicity: Publicity is the responsibility of the exhibitor, although the Library may include publicity for an exhibit on its website, social media, etc. Any publicity, signage or written material provided by the exhibitor to accompany an exhibit must be approved by the Library Director or their designee.

Sales: Subject to the prior permission of the Library Director, and provided that the exhibitor has agreed beforehand upon a specified percentage of all proceeds to be donated to the Library, items from an exhibit may be offered for sale, with prices established by the exhibitor. The exhibitor is responsible for conducting the sale of any items from an exhibit directly with the purchaser, not through the library staff. Items from an exhibit that are not available for purchase must be clearly designated "NFS" (Not For Sale). Items from an exhibit sold must remain on exhibit throughout the designated period.

*Approved by the Scarsdale Public Library Board of Trustees February 2016
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