

## **West Nyack Free Library Art Display Policy**

The West Nyack Free Library offers gallery space in our Community Room and our three display cases 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 on an equitable basis. Local and regional residents and organizations are invited to apply. Preference is given to applicants from West Nyack. These exhibits serve to enhance the overall patron experience.

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**

The Library Director, as designee of the Library Board of Trustees, has authority for approving the use of exhibit space. Application for exhibit space is made to the Head of Circulation. Acceptability of an exhibit is at the discretion of the Library Director whose decisions may be appealed to the Library Board of Trustees. In exercising such discretion, the Library Director will consider: 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, and degree to which the exhibit will be responsive to and consistent with the Library's Mission Statement and Policies.

### **Selection Criteria**

Exhibits should reflect the library's role as an educational and cultural institution presenting a balanced program of exhibits in all suitable media. Selection criteria for art exhibits follow the standards set in the library's Collection Development Policy. Items of high value or extreme delicacy are generally not selected. 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 will be referred to the Library Director.

### **General Rules and Guidelines for Gallery**

- All work must be ready to hang.
- Transportation of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and dismantling of an exhibit.
- Other than canvas, all work must be framed (not clipped between two pieces of glass. Canvas works, if not framed, must be finished on edges.
- Hooks provided by gallery (no nails in walls).
- Labels, gallery list, signs, or posters will be provided by the exhibitor. For each work, the artist is to provide a display card or title label indicating the name of the work, artist's name, and medium.
- The Library reserves the right to final approval of the appearance and design of all such materials.
- The Library is not responsible for the theft or damage to items on exhibit, nor does it provide insurance to protect them. Insurance is the sole responsibility of the exhibitor.
- The Library has security cameras installed in the Community Room, but will provide no special security personnel.
- Granting permission to use library facilities does not constitute an endorsement by the library staff, library trustees or the Friends of the Library.

3.3.16

Adopted by the Board of Trustees on March 14, 2016