

EAST FISHKILL PUBLIC LIBRARY DISTRICT EXHIBIT SPACE POLICY

POLICY STATEMENT

It is the policy of the East Fishkill Public Library District (Library) to use display areas to support the Library's mission of enhancing the cultural and social vitality of the community. Display areas are defined by the Library and may be populated by materials owned by the Library or loaned by community members and non-commercial organizations. Display areas may be changed at any time based on the needs of the Library.

CRITERIA FOR DISPLAY

Library

- The Library uses designated space for the display of any items owned by the Library and Library Employees including library materials (e.g. books) and art. Topics, themes, and displays are chosen by Library staff.
- The Library does not display iconography for any religious holidays.
- Library sets the calendar and will try to accommodate requests from the public.

Community

- Individuals and non-commercial organizations may request the use of designated space to display items of educational, cultural, or social interest.

GENERAL PROCEDURES

- Once requested, approval must be granted by the Library Director or her designee.
- The Library reserves the right to reject any request for exhibit in all or in part or to ask the exhibitor to modify the display.
- The Library cannot be held responsible for reimbursement or replacement of lost, stolen, or damaged items. The Library requires that the exhibitor sign an agreement stating the dates and manner of the exhibit and holding the Library harmless of liability. The Library cannot guarantee security and insurance cannot be provided to the artist.
- The Exhibitor agrees to set up and remove the exhibit while the Library is closed to the general public, with the supervision of a staff member, unless other arrangements are made.
- Displays may not interfere with the Library's operations.
- If display items are for sale by the Exhibitor, prices may be present, however any transaction is between the Exhibitor and the purchaser. The Library will not collect or store money or items or convey messages.
- Exhibit items must be prepared for display.
- The Library will not provide storage space; exhibit items must be displayed and removed by the Exhibitor on the days that the exhibit is scheduled to start and end.
- Specific procedures and contract are appended to this document and may be amended by the Library without Board approval as long as the intent of the policy is unaffected. [document not yet written].