



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | www.eastgreenbushlibrary.org

Exhibits Policy

East Greenbush Community Library maintains several display cases and exhibit areas available for public use. Exhibits must be approved by the library, and all approvals or actual showings of any and all exhibits are pursuant to the Library's mission.

The library adheres to the American Library Association's policy statement on Exhibit Spaces which states "Materials should not be excluded because of the origin, background, or views of those contributing to their creation. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Exhibit space should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

The views in the works exhibited are those of the artist and are not necessarily those of the East Greenbush Community Library.

Exhibit Regulations

- Exhibits involving advertising will not be accepted for display.
- The period of an exhibit is one month unless otherwise arranged with the Library Director/Designee. Scheduling by groups may be arranged up to 10 months in advance of the exhibition opening date and scheduling by individuals may be arranged up to 8 months in advance of the exhibition date. Exhibitors are expected to keep their exhibits on display for the full duration. Any changes in the exhibit during the month must be made by the exhibitor or the exhibitor's representative and approved by the Library Director/Designee.
- Groups or artists may display once during a twelve-month period.
- Setting up and removing an exhibit will be the responsibility of the exhibitor. The library will assist with picture rail displays when arranged in advance. Appointments must be made with the Library Exhibit/Meeting Room Coordinator for installation, modification, or removal of exhibits at least one month in advance. Handling of exhibits is the responsibility of the exhibitors. If the library must dismantle an exhibit because it is not removed as scheduled, the library is not responsible for damages or storage of the exhibited items, and a fee for dismantling the exhibit will be charged.
- All signage for exhibits must be approved in advance by the Library Director/Designee. The exhibitor must furnish his/her own labels. Labels may not be taped or nailed to back, sides, glass, or walls of a display case. The exhibitor's name must be posted in the exhibit. No prices may be affixed to exhibit works. A price list may be discreetly placed in the exhibit and/or the name and phone number of an exhibit's contact person may be displayed so library patrons may contact him/her for further information about the exhibit. No sales may be made on the premises. No exhibit material, which is sold during its display in the library, may be removed before the end of the exhibition period.



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- Items placed on exhibit in the Library are done so at the exhibitor's risk. While effort will be made to protect exhibits, the Library assumes no responsibility for damage or theft of any of the exhibitor's property. Although the library has insurance for items on loan, the exhibitor's own policy should provide primary coverage. For any exhibits valued over \$2,500 the exhibitor must provide proof of insurance and a copy of that coverage must be on file with the Library Director/Designee.
- Exhibitors may not schedule special openings or other events without the permission of the library and such an event must be scheduled and approved in accordance with the Library's Meeting Room Policy, so long as the reception does not conflict/disrupt library activities. Costs and publicity associated with receptions and exhibitions are the responsibility of the artist/exhibitor.
- Library sponsored displays have priority. The library reserves the right to preempt an exhibit for a library exhibit. The library will make every effort to give advance notice of such preemption and assist the exhibitor in reserving another date or exhibit case.
- The library is unable to provide storage space for exhibitor's materials or items. The exhibit cases/space must be left in satisfactory condition. Exhibitors using exhibit cases or space assume liability for any damage resulting from said usage.
- The library reserves the right to bar future exhibits for infringement of any of the above rules.
- Those who object to the content of an exhibit or part of an exhibit held at the library must submit their complaint on a Reconsideration of Library Exhibit form that will be judged according to the policies established by the library. All library users are encouraged to read the library's Exhibit Policy before submitting their request. The Board of Trustees will review the Reconsideration request and notify the complainant in writing of the decision.

Adopted, Library Board (1/16/2001)

Amended, Library Board (10/21/2003)

Draft Revisions presented to Service Committee (2/6/2023)

Amended, Library Board (2/13/2023)