POLICY 310
ART EXHIBIT GUIDELINES AND POLICY

The Hewlett-Woodmere Public Library provides exhibit space to local artists and local community groups. The primary exhibit spaces are located in the lower level gallery and inside the Boehm Meeting Room. All spaces are subject to availability as well as suitability to a broad-based viewing audience. Exhibit space is available to individuals and non-profit, educational, cultural, and/or civic groups on an equitable basis, regardless of the beliefs or affiliations of those requesting space.

In developing exhibits, the Library shall make every effort to present a broad spectrum of opinion and a variety of different viewpoints. The Library does not endorse the beliefs or viewpoints of exhibitors on topics which may be the subject of Library exhibits, whether Library-initiated or sponsored by an individual or group within the community.

Application Procedure

1. The Artist must schedule an appointment with the Exhibit Coordinator (Art Librarian) and present a portfolio of all paintings, photographs, or other medium, that the Artist requests be exhibited.

2. The Hewlett-Woodmere Public Library Exhibit Coordinator (Art Librarian) will review the artist’s proposed exhibit and will thereafter notify the applicant-artist if the artwork will be accepted for exhibit at the Library. The exhibit spaces are not to be used for advertising, commercial enterprise or political purposes. The views of the works exhibited are those of the artists and are not necessarily those of the Library. The Library reserves the discretion to determine if an artist applicant’s works are of sufficient artistic merit to be exhibited in the Library, and to reject an artist’s proffered art for display.

3. Each section of the Hewlett-Woodmere Public Library Art Exhibit Policy must be signed or initialed by the artist, and returned to the Exhibit Coordinator (Art Librarian) not less than fourteen days prior to the first scheduled day of the exhibit. If the signed or initialed policy is not received, the exhibit cannot be scheduled.

Sign or initial here ____________________________

Hanging or Displaying Art Work

1. The exhibit spaces are in “as is” condition. No alterations may be made to the exhibit areas. If there are any alterations made to the exhibit areas, the exhibitor will be responsible for repairs.

2. All work to be hung on the walls must be hung with the gallery system hooks provided by the Library. Frames are to be strung with wire, string, or fishing line, to accommodate the use of the Library’s hooks. No other method of displaying framed or mounted art work may be used.
3. Standing art works, such as sculpture, must be placed in such locations as are to be approved by Exhibit Coordinator and must not impede the flow of patron traffic through the gallery or meeting room space. The Artist must provide his/her own stands or pedestals, as appropriate.

4. Identification labels must be adhered to the frame or stand. No labels may be adhered to the walls of the exhibit spaces.

5. If the elevator will be used to carry large quantities of art work, elevator doors must not be forced or held open.

6. The Library cannot provide ladders, carts or assistance in the installation of an exhibition.

Sign or initial here _______________________

Insurance and Release

1. The Library assumes no responsibility for the preservation, protection or possible damage or theft of any items displayed or exhibited. All items shall be displayed at artist/exhibitor’s own risk. The Library does not maintain insurance on art work exhibited in the Library. The Exhibitor must provide a certificate of insurance and sign an insurance waiver and release of liability for art work displayed. No single item whose value is in excess of $5,000.00 shall be displayed. All exhibitors must sign the “Exhibitor’s Release and Indemnification” form, and the Library is to be held harmless for any damage to or theft of artwork on exhibit.

2. The artist may provide a gallery sitter to be present during hours when the Art exhibit’s spaces in the Gallery and Boehm Room are open to the public. The Gallery is open to the public when the building is open; however, the Boehm Room may on occasion be closed to the public or may be utilized for meetings and Library programs.

3. By signing below the Artist acknowledges that the Library assumes no responsibility for the preservation, protection or possible damage or theft of any items displayed or exhibited, and assumes full risk that any artwork displayed is at the Artist’s sole risk.

Sign here _______________________

Publicity

1. The Hewlett-Woodmere Public Library may publicize art exhibits through announcements in the Library newsletter.

2. The artist must provide a photograph representative of the art works to be included with the Library’s press release and/or scanned to be used in the newsletter and on signage. In some cases, a photograph in “jpeg” format is acceptable. NOTE: Photographs sent to the newspapers are not generally returned to the Artist or the Library.

3. Any flyers or other publicity materials generated by the Artist must first be reviewed and approved by the Exhibit Coordinator (Art Librarian) for accuracy and appropriateness.

Sign or initial here _______________________

Exhibit Reception

1. If desired, the artist may open the exhibition with a reception. Any invitations issued will be provided and sent by the artist. However, the reception must be open to the general public.
2. Any food or beverage served will be provided by the artist and may be served in the Boehm Room only. No food or beverages are permitted in the Gallery or other areas of the library. Alcoholic beverages are prohibited.
3. The artist will be responsible for the set up and cleanup of the reception.

Sign or initial here __________________________

Sale of Art

The artist shall not sell any exhibited artwork on Library premises. The artist may provide a list of artwork available for sale and a contact phone number, which will be available in the exhibit area. Prices may not be posted on the art works. Any pieces sold must remain on display for the duration of the show.

Sign or initial here __________________________

Maintenance of Exhibit

1. If at any time during the run of the exhibit, a piece of art becomes dislodged from the hanger or wall, the artist will be notified promptly, and will re-hang the art work within twenty-four hours of notice.
2. The Library reserves the right to remove any piece of art, sign, etc., that has not been hung in accordance with Library policy, or which becomes dislodged.

Sign or initial here __________________________

Removal of Exhibit

1. The Exhibit Coordinator (Art Librarian) will schedule a date and time for artwork to be removed. It is unacceptable for any artwork to be removed from the Exhibit prior to that time.
2. The Library bears no responsibility for the storage of any artwork not removed on the day that has been scheduled for removal. The Library reserves the right to remove from the wall any artwork not removed by the artist by the removal date.
3. The Library cannot provide ladders, carts or assistance in the removal of an exhibition.
4. If the elevator will be used to carry a large amount of artwork, the elevator key should be obtained from the Circulation Desk.
5. All hooks used for hanging the artwork must remain in place.

Sign or initial here __________________________
APPLICATION FOR ART EXHIBITION

The Exhibit entitled ______________________ will be hung on __________________
between the hours of ____________ and ____________. The exhibit will be removed on
__________________________ between the hours of ____________ and ____________.

Attached is a comprehensive list with photographs of all artwork to be displayed.

Artist’s Signature ________________________________________________

Artist’s Name (Please print) _______________________________________

Address _______________________________________________________

_______________________________________________________________

Phone Number __________________________________________________

________________________________________________________________

_____ Approved  __________ Not Approved

________________________________________________________________

Today’s Date _________________________________________________

Exhibit Coordinator’s Signature ___________________________________

Exhibit Coordinator’s Name (Print) _________________________________

________________________________________________________________
Exhibitor’s Release and Indemnification

I, ________________________________________________ have requested to Exhibit artwork at the Hewlett-Woodmere Public Library and agree to adhere to all requirements of the Library Exhibit’s Policy.

I acknowledge that the Library’s art exhibit spaces are open to the public and that the artwork is not protected by security.

I assume full responsibility for the artwork exhibited in the Library, and I hereby waive any and all claims that I may have with respect to the artwork to be exhibited in the Library.

I specifically release the Library for all costs or damages which I may sustain by reason of the theft, loss or damage to the artwork being displayed at the Library.

I hereby indemnify, release and hold harmless the Hewlett-Woodmere Public Library, their employees, The Hewlett-Woodmere Union Free School District, their employees, the Hewlett-Woodmere Public Library Board of Trustees, the Board of Trustees of the Hewlett-Woodmere Union Free School District and agents from any and all claims, damages and liability, including, but not limited to, any claims of personal injury and property damage and any incidental or consequential damages arising from the Library’s displaying of the artwork, and its loss, theft or damage, regardless of cause.

Date: ________________________

Signed: __________________________________________

Address: __________________________________________

__________________________________________________

Phone: ____________________________________________

(Please note: we do not publish addresses or phone numbers.)

Adopted, Board of Trustees (BOT), November 10, 2014
Corrected, Board of Trustees (BOT, July 13, 2015
Approved, Board of Trustees (BOT, April 19, 2023