

**GREENBURGH PUBLIC LIBRARY POLICIES AND PROCEDURES MANUAL**

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	<b>EFFECTIVE DATE</b>		
	<b>APPROVED August, 1998</b>		

**I. PURPOSE**

This policy provides criteria for exhibits in the library regarding acceptable content and purpose.

**II. POLICY**

1. Library display facilities are intended for exhibits/displays related to:
  - a. Library business or activities.
  - b. Public service items of educational, artistic, cultural, or civic interest to the community.
2. Displays may not be used for advertising or for commercial purposes.
3. Identification of the sponsor/exhibitor must be included in the display. Such identification must contain the following:
  - a. Name of sponsoring agency.
  - b. Street address and telephone number of sponsoring agency or authorized representative.
4. The duration of any display or exhibit is established at the discretion of Library management. The requirements of the Library take precedence over those of exhibitors. Should the Library require display/exhibit facilities for its own use, the Library reserves the right to pre-empt such space upon three days written notice to the exhibitor.
5. Installation and subsequent removal of displays/exhibits are the responsibilities of the applicant.

Displays/exhibits which are not removed on or prior to the date established by Library management will be removed by the Library. Any expense for such removal becomes the responsibility of the exhibitor.

6. Neither the Library nor the Library Board accepts responsibility for loss or damage to any exhibit/display.
7. The Library does not necessarily advocate or endorse the viewpoints of parties permitted to utilize exhibit space.
8. Potential exhibitors must complete (a) an application and (b) a release form before Library management will consider any exhibit or display. No installations are permitted without authorization or Library management.

Failure to comply with these rules may result in denial of future exhibit/display privileges. This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

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**III. PROCEDURES**

**HOWARD & RUTH JACOBS FAMILY GALLERY APPLICATION  
(THIS APPLICATION INCLUDES ALL AVAILABLE EXHIBIT SPACE IN THE LIBRARY)**

COMPLETE ALL SECTIONS BELOW

ORGANIZATION INFORMATION
Name/Organization
Organization Address
Purpose of Organization

APPLICANT INFORMATION
Name and Title of Applicant
Address
Telephone Number: _____ Best time to call: _____

EXHIBIT INFORMATION
Month Requested:
Set-up Day/Date: _____ Removal: _____
Gallery: yes <input type="checkbox"/> no <input type="checkbox"/>
Contents/Description: Approximate number and type of items. Attach additional sheets if necessary. Library may require visual representation or layout.

**I have read and understand Howard & Ruth Jacobs Family Gallery Rules for Use and agree to abide by those rules.**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

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**GREENBURGH PUBLIC LIBRARY  
HOWARD & RUTH JACOBS FAMILY GALLERY AGREEMENT  
(THIS AGREEMENT INCLUDES ALL AVAILABLE EXHIBIT SPACE IN THE LIBRARY)**

**Owner:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

**Title:** \_\_\_\_\_

The owner of paintings or other art objects on display in the Greenburgh Public Library shall indemnify and hold harmless the Greenburgh Public Library, the Town of Greenburgh, their officers, trustees, agents and employees from all claims, demands and actions, in regard to any alleged damage to, theft or any other type of loss to the paintings or art objects, and from all costs and expenses incurred in litigation or in the handling and consideration of claims for such damages.

\_\_\_\_\_  
**Signature of owner or representative**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Telephone#**

\_\_\_\_\_  
***E-mail***