

Displays and Exhibits

The Midland Park Memorial Library is pleased to offer artists, collectors, and organizations the opportunity to display their work to the community. Exhibit space is open to individuals and organizations. Organizations shall designate one person as a representative. Exhibit periods are arranged with the Library Director and Children's Librarian. Final approval is given by the Library Director.

Application is on a first-come, first-served basis. The library shall have the final decision on the content and arrangement of all exhibits and displays. The library expressly reserves the right to reject any display in whole or in part which it deems in its sole discretion to be inappropriate based upon local community standards.

Every display and contents of all display cases must relate to library services, art, history, culture, or County government services.

No displays or contents of a display case will be allowed to advertise for or otherwise promote the profit motives of any person, group or entity or to promote any commercial or private interests.

The library staff retains the sole discretion of what will be put on display or placed in the display cases.

Because exhibits and displays are used to present fields of interest as varied as possible, the library is not able to devote space to specific "weeks" and "days" year after year.

Partisan politics and religious matters are strictly avoided in the exhibits and displays.

All drawings and paintings are to be matted and framed.

Whenever possible, the library will incorporate books or materials from the library's collection which have a relevance to the subject of the display.

The areas available to the public for exhibits and displays are ? COMMUNITY ROOM?

The artist/collector is responsible for setting up and removing the display. All publicity related to exhibits and displays must be submitted to the library for approval and will be distributed to the various media by the Library Director.

Exhibits and displays will normally be scheduled for a period of four weeks. If the exhibit/display is not set up by the assigned period, the exhibit/display may be cancelled by the library. If the exhibitor/collector must cancel a show, it is expected that he/she contact the library as soon as possible to see if another date may be arranged.

Due to space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library.

The Library shall not be held responsible and is expressly relieved from any and all liability by reason of injury, loss, or damage to any person or property in or about the premises occurring during the exhibitors' use of the premises.

No admission may be charged. Exhibitors must sign the "Agreement to Exhibit" form.

The Midland Park Memorial Library

Agreement to Exhibit

Name of Exhibitor:

Title of Exhibit/Display:

Person Responsible:

Address:

City/State:

Email:

Telephone:

Set-up date*:

Dismantling date:

Publicity materials provided:

**If for any reason the exhibit or display is to be delayed, please notify the Library immediately so staff can reschedule if possible. Please do your utmost to adhere to the scheduled time.*

The Library does not insure work/collection for theft, fire, and damage to artwork/collection.

The Library will prepare press releases for the exhibit and/or display.

The Exhibitor shall submit a biographical resume for publicity.

PLEASE SIGN, RETURN, AND KEEP A COPY FOR YOUR RECORDS.

I, the undersigned, have read the POLICY ON DISPLAYS AND EXHIBITS of the Midland Park Memorial Library and agree to all terms stated.

Exhibitor's Signature: _____ Date:

FOR LIBRARY USE:

Display

Month:

Staff Signature: _____ **Date:**
