

RIVERHEAD FREE LIBRARY GENERAL POLICIES

SUBJECT: DISPLAYS, EXHIBITS AND POSTINGS

PURPOSE: To inform patrons of the Library's policy concerning displays, exhibits, and postings

POLICY: Recognizing the wealth of diversity in our wider community, the Library seeks to present a range of exhibits and displays to broaden cultural awareness.

PROCEDURE: The Riverhead Free Library is committed to exhibiting the best, the latest and widest variety of media by Long Island artists.

Displays and Exhibits

An Art Coordinator selected by the Friends of the Library and approved by the Library Director will plan and solicit displays and exhibits on behalf of the Library. Should original artworks or collections for display be offered by either groups or individuals, they will be considered on the same criteria as displays that are solicited.

Works will be selected on the following merits by the Friends' Art Coordinator in cooperation with the Library:

1. Level of interest likely to be generated;
2. Quality of work and content;
3. Whether the exhibitor's work has been shown in the Library in the past;
4. Space and time available.

The Library reserves the right to select what will be displayed among the artist's works and the right to final placement of the art displayed. The Library reserves the right to cancel displays at any time for any reason.

All pieces should be prepared and ready for display. Exhibitors agree to leave their work for the period stipulated by the Art Coordinator. The Library cannot arrange for frequent changes and rearrangements. The artist or his/her representative must claim the artwork at the closing of the exhibition. Any works not claimed within one week become the property of the Riverhead Free Library and their disposition will be at the discretion of the Library Director or his/her designee.

Neither the Library nor the Friends of the Library are responsible for the security of displayed items and are relieved of all liability for mutilation or damage or loss of exhibit or display from any cause whatsoever. Said work is accepted at the artist's own risk. The Library and the Friends of the Library assume no risk for damage or loss incurred in transit. Any artist whose work is displayed will be required to sign a statement accepting the conditions of exhibiting at the Library, and will be required to provide a master list of displayed works.

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Postings (Bulletin Boards & Electronic Profiles)

The primary use of the Library's bulletin boards and electronic profiles will be for Library purposes. As a center for information, the Library will cooperate with government and local non-profit civic, cultural, recreational and educational organizations by displaying or posting their materials if space is available and if the following criteria are met:

1. Exhibit materials to be displayed or posted must be submitted for approval to the Library and are subject to review by the Library Director or his/her designee.
2. No organization or individual shall be permitted to post, display or exhibit any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition.
3. The Library reserves the right to restrict the size, number and location of display materials. The time span during which the materials are exhibited will be determined by the Library.
4. The Library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
5. Items posted are done so for informational purposes only. Posting does not imply an endorsement by the Library.
6. Soliciting funds, except for Library purposes, is not permitted.
7. No organization or individual shall be permitted to place in the Library or on the Library's electronic profile(s), any receptacle or electronic application which solicits donations, except with the permission of the Library Director.
8. Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
9. Petitions, except for Library purposes, may not be circulated or posted in the Library.
10. All postings must contain a name and telephone contact number for further information or clarification.