

## Art Exhibit Policy

**APPLICATIONS:** Applications should be mailed, faxed, or e-mailed to the art exhibit coordinator, or to the Library Director, who will handle the arrangements for approved shows. All items in the exhibit are reviewed and approved in advance of display placement.

**SETTING UP:** Artists must arrange time(s) for hanging and are responsible for proper and safe framing and hanging of work from the picture hooks in the room; line is provided. **THIS IS THE ONLY ACCEPTED MOUNTING METHOD.** It is very important to maintain the integrity of the wall space and the hanging system in place was installed for that purpose. Labels may be affixed to the wall using library-approved methods to identify works. The Library does not provide porter service, storage space, or special furnishings. Exhibitions are scheduled at the discretion of the curator and library director, and will last an appropriate length of time.

**ART SALES:** A price list numbered to correspond to those works on display may be left in the Gallery. Any transactions are between you and the buyer off library premises.

**INSURANCE:** The Library does not carry insurance on artwork loaned to the Library for exhibit. The exhibitors must sign an insurance waiver for works displayed. Exhibitors are not to hold the Library responsible for any damage to or theft of works on exhibit. **PLEASE UNDERSTAND THAT MEETINGS OR PROGRAMS ARE HELD IN THE SPACE DURING THE PERIOD OF THE EXHIBIT. It is best to display only hanging pieces.**

**RECEPTIONS:** Artists are welcome to have a reception. Most Saturday and Sunday afternoons are available but must be booked ahead of time. Receptions are to be open to the public as well as invited guests. A table is available and any other arrangements are to be discussed with the library director. Under normal circumstances, custodial help is not required after the reception, but should there be cleanup, exhibitors are expected to pay a nominal fee.

**PUBLICITY:** The library provides some publicity; artists are welcome to do any other desired publicity on their own. Information about exhibits and receptions is included on the library website, and the library will send notices to the local newspapers and the Westchester section of the NY Times. There is also an easel in the lobby used to notify the public of their shows.

### **LIBRARY GALLERY HOURS:**

Monday, Tuesday, Thursday 9 a.m. – 9 p.m.

Wednesday 11 a.m. – 9 p.m.

Friday 10 a.m. – 5 p.m.

Saturday 10 a.m. – 5 p.m.

Sunday 1 p.m. – 4 p.m. (October-May)

**Adopted by The Field Library Board of Trustees January 14, 2010**