

EXHIBIT/DISPLAY POLICIES AND PROCEDURES

BASIC POLICY STATEMENT

The purpose of the Babylon Public Library's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits [other spaces maybe included]. Exhibits/displays using these facilities shall promote one or more of these purposes:

- A) to promote Babylon Public Library services, collections or programs;
- B) to highlight current issues, events or other subjects of public interest
- C) to display arts, crafts, photographs, writings, or collections when they promote or complement the mission of the Babylon Public Library.

GUIDELINES FOR DISPLAYS

Areas for display. Shall be determined by the Babylon Public Library.

Cancellation. The Babylon Public Library reserves the right to cancel displays at any time for any reason.

Exhibitor. Each exhibitor must execute an exhibit agreement with the Babylon Public Library prior to display. This Exhibitors Agreement and Release shall include a descriptive list of all items included in the display. The name and telephone number of the exhibitor may be included in the display. No items shall be displayed until a signed Exhibitor's Agreement and Release and a list of all items included in the exhibit are provided to the Babylon Public Library. The group or individual providing the display must supply any labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to the Babylon Public Library. All pieces to be displayed should be framed and/or mounted, and suitable for hanging safely. Exhibitors agree to leave their work for the period stipulated in the Exhibitor's Agreement and Release. The Babylon Public Library will not provide storage for the property of exhibitors beyond the period specified in the Exhibitor's Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.

Hours for Exhibit. Shall be determined by the Babylon Public Library.

Library Security. The Babylon Public Library is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

Liability. The Babylon Public Library is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

Receptions. The Babylon Public Library does not arrange exhibit openings or receptions. (Arrangements for receptions and other exhibit-related events are the responsibility of exhibitors and require prior approval of the Babylon Public Library.)

Publicity. The Babylon Public Library must approve all public relations announcements and advertising prior to dissemination (and all publicity is to be sent out by the Babylon Public Library). The Babylon Public Library assumes no responsibility for publicizing exhibits.

Adopted 5/15/00
Reconfirmed 7/09/19

EXHIBITOR'S AGREEMENT AND RELEASE

In consideration of my permitting my property to be exhibited at the Babylon Public Library, I hereby agree that neither the Library nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.

I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from the Library. I agree to indemnify and hold harmless the Library, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition.

By signing this Exhibitor's Agreement and Release, I acknowledge having read the Babylon Public Library **EXHIBIT/DISPLAY POLICIES AND PROCEDURES** and hereby agree (without reservation) to comply with all its terms and conditions.

DELIVERY DATE ___ _ _ _ _ REMOVAL DATE ___ _ _ _ _

DATES OF EXHIBIT _ _ _ _ _ TO _ _ _ _ _

(Signature)

(Print Name)

(Address)

(Phone)

I hereby acknowledge that I have withdrawn my exhibit from the premises of the Babylon Public Library.

(Date)

(Signature)

Adopted 5/15/00

Reconfirmed 7/09/19