

Exhibits and Displays

The Cutchogue New Suffolk Free Library provides space to the community for educational, informational and cultural exhibits. Wall space is available for displaying artwork by local artists.

General Guidelines:

- The *Friends of the Library* are responsible for all scheduling of displays and exhibits in the Upstairs Gallery. The Library Director is responsible for scheduling of displays and exhibits elsewhere in the Library.
- Requests to display materials are made in advance. Artists who wish to be considered are asked to complete an *Art Show & Exhibit Application* form.
- Priority is given to Library sponsored exhibits.
- The Library reserves the right to refuse, cancel, limit or impose restrictions upon any exhibit.
- Proposed exhibits should be suitable for viewing by all ages.
- Exhibitor's contact information will be made available to any patron upon request.
- Set up and takedown will be done by the exhibitor in a manner so as not to interfere with the Library's operation.
- Exhibitors are encouraged to provide information pertinent to their displays.
- The Library does not advocate or endorse viewpoints of exhibits/exhibitors.
- Exhibitors must sign an indemnification agreement holding the Library harmless from liability in case of damage or theft of the exhibited items. A sample appears on the next page.

Guidelines for Sale of Artwork:

- Purchases of artwork on display in the Upstairs Gallery are to be paid with checks payable to the FRIENDS OF THE CUTCHOGUE NEW SUFFOLK FREE LIBRARY.
- Purchases of artwork on display that are not a part of the Friends of the Library Upstairs Gallery shows are to be paid with checks made payable to the CUTCHOGUE NEW SUFFOLK FREE LIBRARY.
- SOLD stickers will be placed on artwork purchased from the exhibit.
- The Friends of the Library will receive 25% of the purchase price of any artwork that is sold in the Upstairs Gallery.
- The Library will receive 25% of the purchase price of any artwork that is sold in areas other than the Upstairs Gallery.
- Artwork is available for pickup at the conclusion of the exhibit.
 - Exceptions may be made for earlier pickup dates by the art show curator or the Library Director.