



BERGENFIELD PUBLIC LIBRARY
50 West Clinton Avenue
Bergenfield, New Jersey 07621
(201) 387-4040

POLICY ON DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Bergenfield Public Library welcomes exhibits and displays of interest, information and enlightenment to the community.

Application for exhibits or displays must be made with the Library Director and will be on a firstcome, first-served basis. The Library shall have the final decision on the content and arrangement of all exhibits and displays. Every item must meet the Library's standard of value and quality, and the Library reserves the right to reject any part of an exhibit or display.

Exhibits in the Library are seen by everyone -- including children and adults -- who may have various degrees of sophistication. The materials of the exhibits and displays must therefore meet what is generally known as "the standard acceptable to the community."

Partisan political and religious matters are strictly avoided in exhibits and displays. Exhibits and displays should be civic, cultural and/or educational in nature.

As exhibits and displays are used to present fields of interest as varied as possible, the Library cannot devote exhibit or display space to specific "weeks" and "days."

The Library uses a Walker hanging system in the lower level gallery area. To be suitable for display all drawings and pictures to be hung in the gallery must be matted. In addition to the gallery, areas available to the public for exhibits and displays are the three (3) glass exhibit cases also on the lower level and the small display case adjacent to the circulation desk on the main floor.

The artist/collector is responsible for setting up and removing the display.

All publicity relating to exhibits and displays shall be submitted to the Library for approval and shall be distributed by the Library. The exhibitor is responsible for submitting a biographical resume and an artist's statement to be used in preparation of publicity materials.

Exhibits and displays will normally be scheduled for a period of up to two months.

Due to severe space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library. The Library will not be responsible for loss or damage when items are not removed on time.



The Library carries insurance to cover the value of exhibits and displays up to a total of \$10,000. All exhibitors must submit an itemized list of materials indicating their individual values. Exhibits valued at more than the Library's insurance limit will not be eligible for display.

The Library does not handle sales. The Library will refer any interested buyers directly to the artist. Prices may be displayed in the exhibit area. The Library receives no fees, commissions or remuneration in connection with the exhibit/display items.

No exhibit/display materials that are sold may be removed prior to the end of the show, unless such removal and rearrangement of the show is approved by the Library administrator. If the exhibit/display is not set up by the fifth day of the assigned period, the exhibit/display maybe canceled by the Library. If the exhibitor/collector must cancel a show, it is expected thahe/she contact the Library as soon as possible. If available, another date may be arranged.

The Library does not host opening or meet the artist receptions. Exhibitors, at their own discretion, may choose to provide their own reception during library hours. Arrangements to reserve meeting room space are made with Library Administration.

*I, the undersigned, have read the **POLICY ON DISPLAYS AND EXHIBITS** of the Bergenfield Public Library and agree to all terms stated.*

Signature of Artist/Exhibitor

Date

Title of Exhibit/Display

Length of show

Set-up date

Publicity materials provided

List of items submitted (attached)



Total value

Dismantling date

Person responsible

Contact information

Name:

Address:

Telephone: Email:

ALL ARTWORK/ARTICLES AS LISTED HAVE BEEN RETURNED INTACT TO EXHIBITOR.

Signature of Exhibitor/Artist Date