

Effective Date: March 2004

Art Display Policy

The Seymour Library provides access to educational, informational, and cultural resources of the community and encourages artistic and cultural interests of the community by providing a free showcase for art by area artists.

The Library allows artists and photographers to display their artwork for a period of one month. Displays should be set up by the first weekend of the month and taken down during the last day of the month.

The works may not be displayed for sale during the duration of the exhibit; however, business cards may be left at the Library.

Artists and photographers are chosen on a first-come, first-booked basis.

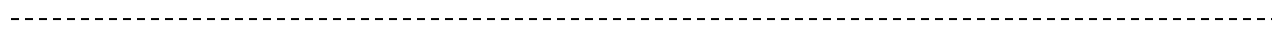
Exhibits may not include defaming or obscene materials as defined by the courts. The Seymour Library Director and/or the Seymour Library Board of Trustees reserves the right to reject any or all items submitted for display.

Exhibitors are responsible for:

- Set up, arrangement, and taking down of the exhibit. Library staff will not be available to assist with setting up or taking down the exhibit.
- Publicity, which must clearly state the display is not sponsored by the Seymour Library.

The Library does not carry insurance on items loaned for exhibit and is not responsible for any loss, damage or theft of exhibits. The exhibitor is responsible for providing his or her own insurance coverage.

Exhibition of artwork does not imply an endorsement of the exhibit by the Seymour Library, its Trustees or its staff.



Library Art Display Agreement

I, _____, hereby agree to abide by the guidelines of the above listed Art Display Policy of the Seymour Library.

Date: _____

Seymour Library Art Display Procedure

The Library Director is the primary contact for the Seymour Library's art displays, located in the Duryea meeting room. Artists interested in displaying their artwork should contact the Library Director at 585-637-1057.

When asked about scheduling art exhibits, Information Staff will give the interested party the Director's phone number.

If artwork is deemed appropriate (per above policy), the library director will log the art display dates into the art display master calendar, which is located in the Library Display Case binder, kept at the Information Desk.

The artist or photographer will sign the *Library Display Case Agreement* and fill out the *Library Art Display Information* form, found in the Library Display Case binder. The completed form will be filed in the Library Display Case binder.

The library director will review with the exhibitor the Seymour Library's publicity procedures.

If the artist or photographer requests an opening reception, Information Staff or Library Director will review the Seymour Library Meeting Room Policy with exhibitor and will reserve the Duryea Room for an available time and day during the month of the exhibit.

Adopted: March 2004

Revised: November 2015 Seymour Library Board Meeting

Reviewed:

Library Art Display Information Form

Today's Date: _____

Month you would like to display your art: _____

Name: _____

Address: _____

Phone Number: _____ Email Address: _____

Art Exhibit Opening Reception: Yes _____ NO _____

If "Yes," please arrange date with library staff and review Meeting Room Policy

Notes: _____

