

## Greece Public Library Display Policy

The Greece Public Library provides public space for displays of local artwork and collections of items. Local residents, organizations, collectors and amateur artists are invited to apply for consideration. Exhibits may consist of the work of an individual or a group.

Prospective exhibitors must submit a Display Request application form and may be asked to provide access to samples for review.

Displays are selected on the basis of:

- General interest and wide appeal
- Timeliness (holidays, celebrations, etc.)
- Artistic, historic or local merit

### **Glass display cases**

The library provides 2 locked exhibit cases suitable for display of small items and collections. Display case A measures 44" wide by 14" deep by 66" high and has 3 adjustable shelves (shelf dimensions are 42" x 12") and 1 fixed bottom shelf. Display case B has one flat display area measuring 72" wide by 36" deep by 14" high.

### **Wall space (Welsh Wall)**

The library offers wall space with 23 feet of display rail suitable for display of framed artwork and photographs.

### **General Rules and Guidelines**

- All age groups use the library on a regular basis. Proposed exhibits should be suitable for viewing by all ages.
- Exhibit space may not be used for commercial purposes, advertising or political campaigns. Prices may not be affixed to displayed items.
- Exhibitor's name and telephone number or e-mail address will be made available to the public upon request.
- Preference is given to library-sponsored exhibits and to applications from Town of Greece residents.
- Successful applicants will be required to complete a Display Information Form and sign an indemnification agreement holding the library harmless from liability in case of damage, loss or theft.
- The library does not advocate or endorse the viewpoints of exhibits and exhibitors.
- Items of high value or extreme delicacy are generally not selected.
- Exhibits may be set up on the first day of the month and must be removed by the last day of the month during library hours.
- Setup and takedown must be done by the exhibitor; library staff will not assist with setup or removal. The library cannot provide storage space for display items. Exhibits must present no fire, safety or personal hazard.
- Exhibitors must supply any needed easels, props, fasteners, etc.

Greece Public Library  
Display Request Application Form

Please review the Greece Public Library Display Policy on the reverse side of this form before submitting your application.

I am applying:       as an individual                       on behalf of an organization

Name: \_\_\_\_\_

Type of Display: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address of Individual or Organization: \_\_\_\_\_

Phone Number of Individual or Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Month and Year for Display: \_\_\_\_\_

Requested Space:       Display Case A       Display Case B       Welsh Wall

Please describe your proposed display:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Library Approval: \_\_\_\_\_ Date: \_\_\_\_\_