

BALDWINSVILLE COMMUNITY ART GALLERY

BALDWINSVILLE PUBLIC LIBRARY

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BALDWINSVILLE PUBLIC LIBRARY POLICY MANUAL, SECTION VIII. C. DISPLAYS AND EXHIBITS

General Information

1. The library director or, under his/her direction a designated staff person, will grant the privilege of placing exhibits and displays in the library.
2. In deciding the suitability of any work, the library is particularly mindful that all segments of the community and all age groups use the exhibit area. Displaying sexually suggestive objects or pictures may be a violation of state and federal law. Exhibits may not include defaming or obscene materials as defined by the U.S. Supreme Court, or material which would lead to breach of peace or which advocates the violation of federal, state, or local laws.
3. Posters, displays, exhibits, and pamphlets/booklets for distribution may be placed in the library with permission of the library director or a designated staff person.
4. Community organizations may place containers in the library or on library property to collect approved non-monetary donations as space allows, with approval of the library director or a designated staff person, in areas designated by library staff. Length of time for collecting donations may be limited by the library director or a designated staff person.
5. Community organizations and individuals may not sell any articles or solicit donations in the library.
6. Exhibitions represent the views of the artists and are not necessarily those of the library.
7. The library will promote the exhibit on the library website, in the library's monthly program calendar, and by sending press releases to the local media. The library must approve all other promotional material.
8. Permission to photograph and reproduce any work in the exhibit for publicity purposes is considered granted unless the exhibitor state otherwise in writing prior to the exhibition.

Procedures for Exhibitors

1. Exhibitors who would like to display their work in the library must submit samples (in the form of photos or slides or actual works) for review. Those who are accepted for exhibition must sign a copy of the displays and exhibits policy stating that they have read and understand it.
2. Artwork and special exhibits will be displayed for a period of one month. Exceptions may be granted at the discretion of the library director or a designated staff person.

3. Exhibitors must make an appointment to assemble the exhibit with the library director or a designated staff person. All items will be reviewed for adherence to the library displays and exhibits policy prior to being placed on display.
4. Exhibitors must sign an agreement form when they come in to assemble their exhibit that lists their works and acknowledges that they have agreed to abide by the library displays and exhibits policy.
5. Exhibitors are responsible for the installation and dismantling of the exhibit as scheduled with the library director or a designated staff person.
6. Exhibits must conform to the space restrictions given to exhibitors.
7. Adhesives of any form (e.g., tape, wax mounts, artist tack, glue) may not be applied to any surface that is plexiglass or covered with paint or fabric. Surfaces may not be marked with pen, pencil, or markers. Nails may be used only on those wall and panels that are covered with fabric.
8. Articles being exhibited may not have a price tag on them. The exhibitor will provide a price list to the library staff if items are available for sale. The library staff will not serve as sales agents but will provide interested persons with the price list and contact information. Exhibitors are responsible for conducting the sale of any work directly with the purchaser.
9. All items placed in the library are done so at the owners' risk. The library does not insure exhibits and assumes no responsibility for possible damage or theft of any items displayed or exhibited.
10. All works must stay on display for the length of the exhibit. Exceptions may be made at the discretion of the library director or a designated staff person.
11. The library will not provide storage for the property of exhibitors. Any articles not claimed by exhibitors within one month of the close of the exhibit will become property of the library and the library will have the right to use or dispose of the property.

Scheduling Policy

1. Each December, exhibitions are scheduled for the following two years. Shows will not be scheduled more than two calendar years in advance.
2. Those who are accepted for exhibition will be added to a list for consideration at the next December scheduling date.
3. Scheduling will be based on when the exhibitors submitted their requests. However, scheduling priority will be given to those exhibitors who have not previously exhibited.
4. With the exception of the library's juried photography entrants, school district art faculty, and elementary and secondary students, exhibitors must wait at least two years before having another show.

Approved by the Baldwinsville Public Library Board of Trustees 4/13/05

4 freestanding panels 7' H x 4' W 2 pedestals 25" H x 21" D x 21" W	3 plexiglass covers 12" H x 21" D x 21" W 8 plexiglass covers 18" H x 21" D x 21" W	
4 pedestals 37" H x 11" D x 11" W 4 pedestals 37" H x 21" D x 21" W 2 pedestals 45" H x 21" D x 21" W	4 plexiglass covers 18" H x 11" D x 12" W 1 wall 13' 5" W x 10' H 1 wall 8' 4" W x 10' H	