

 Warner Library
Gallery Exhibition Policy

As part of its mission and outreach to the community, Warner Library welcomes both amateur and professional artists to exhibit their work. Preference will be given to exhibitors who reside within the Villages of Tarrytown and Sleepy Hollow. The gallery is not available for religious or partisan political exhibits.

Artists are required to follow the guidelines below for all exhibits.

- Artists interested in displaying their work should contact Exhibits Coordinator to be placed on the schedule. Since many local residents are interested in displaying their artwork at the library, exhibits may have to be booked a year or more in advance.
- Artists should keep in mind that library exhibits should be suitable for view by a general audience including children. Permission to exhibit artwork does not imply library sponsorship, endorsement of content or responsibility for representation of all points of view.
- Exhibits are scheduled for a period of one month.
- Set-up and take-down times are to be arranged with the Exhibits Coordinator.
- The artist is responsible for the preparation and display of the exhibit. The Exhibits Coordinator will provide the wires and hooks to be used with Warner's Gallery One hanging system. Adhesives are not permitted on the walls. Cushions must be added to bottoms of frames to prevent marking or damaging walls.
- The library is not responsible for items that are damaged or stolen when on display. The artist is responsible for providing insurance to cover loss or damage.
- The Exhibits Coordinator will help publicize the exhibit. For publicity, please provide a jpeg of a selected piece of artwork for inclusion on the library's website, biographical information about the artist, and information about the artwork such as theme or medium.
- The artist may schedule a reception to celebrate the exhibit on a weekend afternoon. Finger foods and soft drinks are recommended (alcoholic beverages are not permitted). A guest book for people to sign when they view the work is welcomed and encouraged.
- If art work is for sale, the artist may leave a price list at the circulation desk.
- A 10% commission of any artwork sold during the exhibit should be paid to Warner Library.

Upon agreement with the rules outlined above, artist(s) or group sponsors are asked to sign the attached contract. Please sign the contract and return within 30 days of reserving a month to exhibit. The artist will receive a signed copy back from the Exhibits Coordinator.

Exhibits Coordinator – Cassandra Troini.

Contact by email ctroini@wlsmail.org or phone 914.631.7734.

Approved by the Warner Library Board of Trustees January 18, 2018



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Tarrytown, NY 10591

www.warnerlibrary.org

Phone 914-631-7734 Fax 914-631-2324

Please complete, sign and return this agreement to Exhibits Coordinator, Cassandra Troini by mail or email ctroini@wslmail.org

Exhibitor's Name _____

Address _____

Telephone Home _____ Business _____ Cell _____

Email _____

Please provide a brief description of the exhibit and the estimated number of items to be displayed.

Exhibit Dates From _____ To _____

Set-up Date and Time _____

Removal Date and Time _____

Reception Location _____ Date _____ Time _____

Reminder, please send a jpeg of a selected piece of artwork for posting to our website to ctroini@wslmail.org with cc to director@warnerlibrary.org.

I have read the attached contract and agree to abide by its provisions for the term specified.
I understand that Warner Library will not be held responsible for lost, damaged or stolen exhibit items.

Signature of Exhibitor _____

Date _____

Signature of Library Gallery Exhibits Coordinator _____

Date _____

WLBOT1/18/18