



**SMITHTOWN MAIN**  
1 North Country Road  
Smithtown, NY 11787  
(631) 360-2480  
Fax (631) 360-2499

**COMMACK**  
3 Indian Head Road  
Commack, NY 11725  
(631) 360-2480  
Fax (631) 360-2481

**KINGS PARK**  
1 Church Street  
Kings Park, NY 11754  
(631) 360-2480  
Fax (631) 360-2497

**NESCONSET**  
148 Smithtown Boulevard  
Nesconset, NY 11767  
(631) 360-2480  
Fax (631) 265-8158

## ***Exhibit & Display Policy***

### ***Basic Policy Statement***

*The purpose of the Smithtown Special Library District's display facilities is to increase public awareness of the Library's resources and to support its mission as an educational, informational, cultural, and recreational center for the community it serves. Displays are organized by the Library to further this mission. The Library reserves the right to determine what displays will be solicited and accepted. For the purposes of this policy, the term "display" includes wall exhibits, enclosed display cases and free-standing exhibits. Exhibits/displays using these facilities shall promote one or more of these purposes:*

- A) to promote Smithtown Special Library District services, collections, or programs;*
- B) to highlight current issues, events or other subjects of public interest;*
- C) to display arts, crafts, photographs, writings or collections when they promote or complement the mission of the Smithtown Special Library District.*

### ***Guidelines for Displays***

***Areas for Display.*** Shall be determined by the Smithtown Special Library District.

***Cancellation.*** The Smithtown Special Library District reserves the right to cancel displays at any time for any reason.

***Exhibitor.*** Each exhibitor must execute an exhibit agreement with the Smithtown Special Library District prior to display. This Exhibitors Agreement and Release shall include a descriptive list of all items included in the display. The name and telephone number of the exhibitor may be included in the display. No items shall be displayed until a signed Exhibitors Agreement and Release and a list of all items included in the exhibit are provided to the Library District. The group or individual providing the display must supply any labor and/or equipment necessary to mount the display. The final decision regarding the display arrangement and content is reserved to the Smithtown Special Library District. All pieces to be displayed should be framed and/or mounted and suitable for hanging safely. Exhibitors agree to leave their work for the period stipulated in the Exhibitors Agreement and Release. The Library District will not provide storage for the property of exhibitors beyond the period specified in the Exhibitors Agreement and Release. Exhibits left beyond this period will be considered abandoned property and will be disposed of accordingly.

***Hours for Exhibit.*** Shall be determined by the Smithtown Special Library District.

***Library Security.*** The Smithtown Special Library District is not responsible for the security of displayed items. All items are understood and acknowledged to be displayed at the exhibitor's risk.

***Liability.*** The Smithtown Special Library District is relieved of all liability for mutilation or damage or loss of exhibit from any cause whatsoever. Should the exhibitor determine that the display warrants insurance coverage, it is the sole responsibility of the exhibitor to secure such insurance coverage.

***Receptions.*** Arrangements for receptions and other exhibit related events are the responsibility of the exhibitors and require prior approval of the Smithtown Special Library District.

***Publicity.*** The Smithtown Special Library District must approve all public relations announcements and advertising prior to dissemination. The Smithtown Special Library District assumes no responsibility for publicizing exhibits.

**[Exhibitor's Agreement and Release on reverse]**



**Display Location** (Circle One Only):

**Main Library**

**Commack**

**Kings Park**

**Nesconset**

***Exhibitor's Agreement and Release***

*In consideration for permitting my property to be exhibited at the Smithtown Special Library District, I hereby agree that neither the Smithtown Special Library District nor its Trustees, agents or employees shall be liable for: (1) any theft or damage, by whomever or however caused, or failure to exhibit, store, move, or remove said property; or (2) any injury which I or others may sustain to any degree attributable to, or in any way relative to, the exhibition.*

*I represent that the exhibition of my property is not prohibited or restricted in any way, and that title to said property shall not be transferred before its removal from the Smithtown Special Library District. I agree to indemnify and hold harmless the Smithtown Special Library District, its Trustees, agents, and employees concerning any claim or action against any of them because of my property and/or its exhibition.*

*By signing this Exhibitor's Agreement and Release, I acknowledge having read the Smithtown Special Library District Exhibit and Display Policy and hereby agree to comply with all its terms and conditions.*

*Delivery Date:* \_\_\_\_\_

*Removal Date:* \_\_\_\_\_

*Dates of Exhibit:* \_\_\_\_\_

*to* \_\_\_\_\_

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Print name)*

\_\_\_\_\_  
*(Print address)*

\_\_\_\_\_  
*(Telephone Number)*

\_\_\_\_\_  
*(Date)*

\*\*\*\*\*

*I hereby acknowledge that I have withdrawn my exhibit from the premises of the Smithtown Special Library District.*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

**[Exhibit & Display Policy on reverse]**