



100 Riveredge Road, Tenaflly, New Jersey 07670
201-568-8680 fax: 201-568-5475 tenaflly.bccls.org

General Email: tenfcirc@bccls.org
Email *Application to Exhibit* to: director@tenaflly.bccls.org

POLICY ON DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Tenaflly Public Library welcomes exhibits and displays of interest, information and enlightenment to the community.

Applications for exhibits or displays must be made with the Library Director. A completed *Application to Exhibit*, jpeg photos of 4-8 works or items representative of the proposed exhibit, and an Artist's Statement in *Microsoft Word* format (for Gallery exhibits) should be emailed to the Library Director. The *Application to Exhibit* may also be mailed or faxed to the Library Director. Applications will be reviewed by the Art Committee and applicants will be informed of the committee's decision.

Every item must meet the Library's standard of value and quality, and the Library reserves the right to reject any part of an exhibit or display. Exhibits in the Library are seen by everyone -- including children and adults -- who may have various degrees of sophistication. The materials of the exhibits and displays must therefore meet what is generally known as "the standard acceptable to the community."

Partisan, political and religious matters are strictly avoided in exhibits and displays. Exhibits and displays should be civic, cultural, artistic and/or educational in nature. Collections of Tenaflly residents, particularly youth, will also be considered for display in the display cabinet. As exhibits and displays are used to present fields of interest as varied as possible, the Library cannot devote exhibit or display space to specific "weeks" and "days."

The Tenaflly Public Library is not a professional art gallery and cannot commit to the standards of exhibition expected in a gallery. Library use of display areas takes precedence over any other use and the library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for library purposes. The Library reserves the right to adjust the dates available, or access to the space, to accommodate Library programming or unanticipated building maintenance work.

The Library uses the Walker hanging system in the Edna Kawulitzi Gallery. To be suitable for display all drawings and pictures to be hung in the gallery must be framed with a wire across the back of the frame suitable for hanging with the Walker hanging system.

The standard exhibit time for art in the Edna Kawulitzki Gallery is two calendar months; for exhibits in the display case one calendar month. The artist/collector is responsible for setting up and removing the display. Artwork/collections will be installed on or about the first library day of operation for the month and dismantled on or about the last library day of operation for the month.

The exhibitor is responsible for submitting an artist's/collector's statement to be used in preparation of publicity materials in *Word* format via email. Photographs for publicity must be submitted via email in jpeg format. The Library will publicize exhibits on the Library web site. The Library will submit press releases for the exhibit if materials are received at least three weeks prior to the exhibit start date. The Library cannot guarantee that local newspapers will accept the press release for publication.

Due to severe space limitations, the Library cannot provide storage for the property of groups or individuals displaying in the Library. The Library will not be responsible for loss or damage when items are not removed on time.

The library's insurance policy covers materials to a maximum of \$10,000.00 per exhibit. To be eligible for coverage, this policy requires that the exhibitor submit an itemized list detailing title, medium, dimension, and monetary value of each artwork. This must be done prior to setting up the exhibit. Any claims of loss or damage must be supported by a Tenaflly Police Department report. Exhibits valued at more than the Library's insurance limit will not be eligible for display.

The Library staff does not handle any aspect of art sales and exhibit space is not intended to advertise a commercial enterprise. It is recommended that the artist have a price list and business cards which include their preferred contact information on display in the Gallery area. Any transactions between the exhibitor and a buyer must occur off library premises. The Library receives no fees, commissions or remuneration in connection with the exhibit/display items.

No exhibit/display materials that are sold may be removed prior to the end of the show, unless such removal and rearrangement of the show is approved by the Library administration.

If the exhibitor/collector must cancel a show, it is expected that he/she contact the Library as soon as possible.

Exhibitors, at their own discretion and expense, may request to reserve the Gallery to host an opening reception during weekday (Monday, Tuesday or Thursday) evening library hours. Arrangements to reserve the Gallery space must be made with Library Director in advance. Alcohol may not be served in the Library and the piano, owned by the Tenaflly Library Friends, is *not* available for use during opening receptions.

APPROXIMATE EXHIBIT DISPLAY DIMENSIONS:

Edna Kawulitzki Gallery

Two Maple Walls – 7' 7'' high; 10' 4'' wide

Back Wall with Windows – 7' 10'' high; 15' 4'' wide

Display Case with glass doors

Display space is *approximately* 5 feet high by 45 inches wide divided by 4 shelves