

Worth-Pinkham Memorial Library

Exhibit Policy

The Worth-Pinkham Memorial Library welcomes the opportunity to host exhibitions as part of its mission to meet the informational, educational, and cultural needs of the community. Displays may include artwork, crafts, or collections of unique, interesting, or historically significant items.

- The Library is a space for all ages, cultures, and demographics. Any exhibits should be suitable for such.
- The Library, under supervision of the Library Director, shall have the final decision on the acceptance, content, and arrangement of all exhibits/displays. Individuals or groups from Ho-Ho-Kus are especially encouraged to apply.
- Applicants will be considered on a case by case basis.
- The Library expressly reserves the right to reject any display, in whole or in part, which it deems to be inappropriate.
- Exhibits are scheduled for a full calendar month.
- Library use of exhibition/display space will take precedence over any other use.

Exhibit Installation

- Exhibitors are expected to set up their own exhibits on the first available date of the month during regular Library hours. If, for any reason, the set up is delayed, the Library should be notified immediately so that staff can make necessary arrangements.
- It is the responsibility of the exhibitor to transport display items to and from vehicles, as well as within the Library.
- Display items should arrive at the Library prepared for immediate installation with required frames and/or mounting hardware.
- Exhibits may be installed in the main area of the Library using the picture rail hanging system. Nothing may be affixed directly to walls, display cases, moldings, or furnishings. This includes use of tape, thumbtacks, poster putty, or adhesives, unless previously agreed upon in writing by the Director or a designated Library staff member.
- Library property shall not be removed/relocated to accommodate exhibits unless previously agreed upon in writing by the Director or a designated Library staff member.
- Exhibitors are expected to remove their exhibit by the last available day of the month during regular Library hours. If an exhibitor fails to remove an exhibit on the agreed day, the Library reserves the right to remove the exhibit, at the exhibitor's risk. The Library has no storage accommodations for the property of groups or individuals displaying in the Library.
- The Library does not accept responsibility for damage or injury to person or property while exhibits are onsite, or in the process of being displayed or removed. Those who apply to exhibit consent to release the Library from any responsibility for loss or damage.

Publicity

- The Library will promote exhibits using its typical resources, which may include social media, newsletters, print materials, and/or the Library website.
- Exhibitors may also choose to publicize the exhibit through their own network.

Sale of Artwork

- The Library does not act on behalf of the artist or a prospective buyer.
- The artist may choose to provide a price list and business cards. Library staff will give these materials to interested patrons who can contact the artist directly regarding purchase of their work.
- Price tags may not be affixed to the works.