

The purpose of Louis Bay 2nd Library & Community Center William A. Monaghan Gallery Policy is to provide a framework for the selection and maintenance of a collection of artistic works to assist individuals in their pursuit of the ideas, information, and creative experience of the world.

1. Application and Approval Process

- a. Individuals or groups may propose an exhibit for the Gallery. Prospective exhibitors must complete the Gallery Exhibit Application form, available on the Library's website. It is recommended that proposals be submitted several months prior to the requested exhibit date.
- b. Applications will be individually considered by the Library Director and staff and upon approval will be scheduled based on Gallery availability.
- c. The Library reserves the right to pre-empt any exhibit or display space for a Library or Borough event. Priority is given to exhibits sponsored by the Library, The Friends of the Library and the Hawthorne Community Library Foundation.
- d. Exhibits generally last one calendar month; however, the Library will consider extended or short-term exhibits. No portion of the exhibit may leave the Gallery early unless prior approval is given.
- e. In the event of a cancellation, exhibitors should provide notification at least 30 days before installation.

1. Installation and Maintenance

- a. Exhibitors perform their own installation/removal and work at their own risk. Shipping, delivery and pickup of all exhibit materials are the sole responsibility of the Exhibitor. The Library is not liable for any damages or losses incurred during shipping, delivery, set-up, display or break-down of the exhibit.
- b. Delivery and installation must take place during regular Library hours and shall be scheduled around the availability of the Gallery and Community rooms.
- c. Exhibitors are responsible for cleaning up after installation/removal and liable for any damages to Library property resulting from failure to follow proper procedures.
- d. The Library does not offer storage services before or after an exhibit. Unless approved in advance, items left more than seven days shall become the property of the Library and may be disposed of.

2. Display Guidelines

- a. The Gallery has approximately 112 linear feet of wall display space in addition to three glass display cases.
- b. Two-dimensional items must use the Gallery's existing Wall Mounted Display System and exhibitors are required to provide materials for installation. Nails are prohibited in the Library. Three-dimensional items must be in display cases.
- c. Exhibitors may display collection/artwork labels for each piece. All mounted signs and labels must be adhered without leaving holes, stains or other damage. Labels should be adhered to the wall using only non-permanent, low-tack adhesives.

3. Promotion

- a. The exhibitor is responsible for creating advertising, press releases, and other marketing materials. Exhibitors may use logos of the Library with advance approval.
- b. The Library will use the exhibitor provided marketing materials at the Library's discretion.