

HENDRICK HUDSON FREE LIBRARY ART EXHIBIT POLICY

Mission Statement

The Hendrick Hudson Free Library Community Room & Corridor Galleries exhibit professional-quality work by area artists for the purpose of increasing public awareness of the visual arts. Works chosen for the gallery present a wide variety of art that is appropriate for a public space used by all ages.

- All work must be ready to hang. The “Gallery System” is in place with cables and hooks which accepts wired back pieces. **The exhibitor is cautioned that if other than wired back pieces are used, there may be difficulty with the installation.**
- Exhibit coordinator’s decision will take precedence over what is hung and where. Installation will be handled by the exhibit coordinator; artists may assist in the installation. There will be a very careful deliberation between the coordinator and the artist when the work is delivered for an installation on how many pieces should be displayed so that the exhibit will be seen with the very best possible viewing pleasure. The exhibitor may request a packet that contains dimensions for the space to better enable inclusion decisions prior to installing of work.
- Transportation of artwork to and from the Library is the responsibility of the exhibitor. The exhibitor must be present for the installation and removal of an exhibit.
- Prices will not be displayed on individual works, but will be available as part of the promotional materials; the list, including price and the artist’s telephone number, will be kept on the Exhibit Desk.
- Effective January 2015, in return for the opportunity to exhibit at the Library, a 10% commission is requested on any artwork sold.
- No items listed for sale may be removed during the exhibit without exhibit coordinator approval.
- The exhibit coordinator will facilitate publicity about the exhibit and may include some promotion such as press releases to local and regional newspapers, calendars, and brochures.
- Artists are encouraged to promote their exhibit through invitations and announcements.

- Artists are welcome to have a reception. Most Saturday and Sunday afternoons are available but must be booked in advance. Receptions are to be open to the public as well as invited guests. The exhibitors are to provide a table covering, paper goods, and all food at their own expense. **Alcohol is not permitted.**
- Exhibits in the community room shall be available to the general public only when no other programs or meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any exhibit while a program or a meeting is in session.
- The exhibitors must provide a certificate of insurance or sign an insurance waiver for works displayed. The Library is not responsible for any damage to or theft of works on exhibit. If complete security is a concern, it is recommended that the artist provide a gallery sitter. When staff is not present on the 2nd floor, the room will be locked and a sign posted directing the public to obtain a key to view the exhibit. The risk of loss, theft or damage will be held by the exhibitor.

LIBRARY HOURS:

Mondays – Thursdays – 9 a.m. – 8 p.m.

Fridays – 9 a.m. – 6 p.m.

Saturdays – 9 a.m. – 5 p.m.

Sunday after Labor Day – June-1pm-5pm

Adopted by the Library Board of Trustees 12.08.97

Revised 05.19.14/10.26.15

Reviewed 01.01.11/12.10.12/10.23.17

HENDRICK HUDSON FREE LIBRARY
 185 KINGS FERRY ROAD
 MONTROSE, NY 10548
 (914) 739-5654 (914) 739-5659 Fax

Month_____
Installation_____
Reception_____
Removal_____
(for office use)

EXHIBIT APPLICATION

EXHIBITOR (S)	
ADDRESS	
TELEPHONE/FAX	
EMAIL	
EXHIBIT MONTH	
INSTALLATION	<i>(INSTALL ON THE 1ST OF THE MONTH OR SHORTLY THEREAFTER.)</i>
RECEPTION	
REMOVAL	<i>(REMOVE PRIOR TO OR ON THE LAST DAY OF THE MONTH)</i>
EXHIBIT NAME/DESCRIPTION	

IN RETURN FOR THE OPPORTUNITY TO EXHIBIT AT THE LIBRARY, A 10% COMMISSION IS REQUESTED OF ANY ARTWORK SOLD.

I (WE) HAVE READ the policy information and accept responsibility for compliance with the procedures and rules governing the use of the exhibit space at the Hendrick Hudson Free Library.

Signature

Date

Signature

Date

For library use:

Date_____

Approved and confirmed with applicant(s)_____

Art exhibit coordinator

PLEASE MAIL, FAX, or E-MAIL FORM TO:
 CONSTANCE DYCKMAN
 HENDRICK HUDSON FREE LIBRARY
 185 KINGS FERRY ROAD
 MONTROSE, NY 10548
 (914) 739-5654 x 405
 (914) 739-5659 fax
 e-mail: conniedyckman@gmail.com

**HENDRICK HUDSON FREE LIBRARY
ART EXHIBIT INSURANCE WAIVER AND INDEMNIFICATION**

I (WE) HAVE READ the Art Exhibit Policy and agree to indemnify, defend and hold harmless the Library, its Trustees, employees and volunteers from any and every claim for damage, loss or injury of any kind whatsoever while the above described exhibit is on display, or while any of the materials in connection therewith are en route to or from or in or upon the premises of the Library. It is specifically understood and agreed that all costs and expenses in connection with the exhibit are the responsibility of and will be borne entirely by the exhibitor.

Signature Date _____

Signature Date _____

Adopted by the Board of Trustees 05.23.00
Revised 12.18.09/10.22.12
Reviewed 10.26.15