



33 Hawthorne Avenue, Central Islip NY 11722 | (631) 234-9333 | [gallery@cilibrary.org](mailto:gallery@cilibrary.org)

---

## **GALLERY EXHIBIT/ DISPLAY POLICIES AND PROCEDURES**

The purpose of the Central Islip Public Library Gallery is to enrich the Central Islip community by featuring original artwork in a public setting. The committee will facilitate community exhibits, which provide cultural, educational, and civic merit. The Central Islip Public Library reserves the right to determine what exhibits/displays will be solicited and accepted.

### **GUIDELINES FOR GALLERY EXHIBITS/ DISPLAYS**

1. All exhibitors are required to complete a Gallery Exhibit form. The application shall be signed at the actual exhibit date and shall be subject to the approval of the Gallery committee.
2. The library reserves the right to cancel an exhibit/display at any time for any reason, even after it has been initiated.
3. The Gallery Committee must approve all works included in any exhibit.
4. The exhibitor must do the installation of artwork. The exhibitor must also arrange transportation of works.
5. An exhibit will be displayed for a specified period of time (usually from the first day to the last of any month) and shall be removed by exhibitor promptly at the expiration date. The Library may remove any or all works during or after the specified exhibit period.
6. Artwork shall be unframed.
7. Exhibitors may display 8 ½ x 11 flyers with biographical or other explanatory information including contact information.
8. The Central Islip Public Library will not act as an intermediary in the sale of artwork.
9. The Central Islip Public Library has fine arts insurance coverage. However, the Central Islip Public Library is not responsible for monetary value beyond this coverage (you may ask for current insurance compensation rates).
10. Fire regulations shall be observed at all times.
11. Any or all exhibit procedures shall be subject to change without notice by the Library.



33 Hawthorne Avenue, Central Islip NY 11722 | (631) 234-9333 | [galleries@cilibrary.org](mailto:galleries@cilibrary.org)

---

## GALLERY EXHIBIT

NAME OF ARTIST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

BEST TIME TO BE REACHED: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

APPROX. NUMBER OF WORKS OR SIZE OF EXHIBITS: \_\_\_\_\_

Please note that display is a 30" cube with two (2) shelves inside.  
Top shelf is 16" in height and bottom shelf is 14" in height.

If the work of more than one artist is to be considered, list the name of other artists.

_____	_____
_____	_____
_____	_____

You may submit applications virtually as well as in-person.

---

I acknowledge having read the Central Islip Public Library's Gallery exhibit/ display policies and procedures and I agree to comply with all its terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



33 Hawthorne Avenue, Central Islip NY 11722 | (631) 234-9333 | [galleries@cilibrary.org](mailto:galleries@cilibrary.org)

---

## Hold Harmless Agreement

I, \_\_\_\_\_, agree to accept the parameters of the Central Islip Public Library insurance policy as it applies to my artwork. Should damage be incurred to my artwork, I understand the Central Islip Public Library is not responsible for monetary relief beyond their insurance coverage.

---

Signature

---

Date