



Western Sullivan Public Library

DISPLAY AND EXHIBITS POLICY

The Western Sullivan Public Library offers the community specified locations at each branch for exhibits. The Jeffersonville Branch has two illuminated showcases in the foyer on the main floor. The Delaware Free Branch has enclosed display case on the lower level. The Tusten-Cochecton Branch has a community room on the lower level where artwork can be displayed. The branch managers can assign other locations throughout the library for exhibits if deemed appropriate.

These display areas will be available for small exhibits, such as collections by local residents, artwork, informative displays, and similar items that can be effectively displayed.

Any individual who wishes to display his/her collection must submit an application describing the nature of the exhibit, the length of time the collection is available for exhibition, and other pertinent information. The exhibitor is to come to the library at an arranged time to set up and dismantle his/her display. The individual must agree to hold the Library harmless for any breakage, damage or loss of the collection. The library accepts no responsibility for the collection while on exhibit.



Western Sullivan Public Library

WESTERN SULLIVAN PUBLIC LIBRARY EXHIBIT APPLICATION

NAME: _____

ADDRESS: _____

PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

EXHIBIT DESCRIPTION: _____

BRANCH: _____

SPECIAL NEEDS OR CONSIDERATIONS: _____

BIOGRAPHICAL DATA (for publicity): Please use other side of application for or attach additional sheet.

I have read and will abide by the Display and Exhibits Policy of the Western Sullivan Public Library. I, the undersigned, agree to forever hold harmless the said Western Sullivan Public Library, its employees, agents and trustees, from any loss or damage occurring while the said items are on exhibit or in the care, custody, and control of the Western Sullivan Public Library.

Date Signature of Exhibitor

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FOR OFFICE USE ONLY

Date Rec'd: _____ Rec'd By: _____

Exhibit scheduled for month of _____, 20__

Set up: Date _____ Time _____

Dismantle: Date _____ Time _____

Staff contact person for this exhibit: _____

A copy of this application will be returned to the exhibitor when all dates have been confirmed.