



POLICY ON DISPLAYS AND EXHIBITS

The Bergenfield Public Library is pleased to offer local artists and collectors the opportunity to display their work for the community's enjoyment. Exhibit space is open to organizations and individuals engaged in educational, cultural, intellectual or charitable activities.

GENERAL GUIDELINES

- Exhibits and displays are normally scheduled for a period of up to two months.
- Artists must be 18 years of age or older, except for special group shows or with special permission from the Library Director or his/her designee. Bergenfield area artists will receive first priority.
- Exhibits are subject to rescheduling. The Library will notify the artist as soon as possible if an exhibit date must be changed.
- As exhibits and displays are used to present fields of interest as varied as possible, the Library cannot devote exhibit or display space to specific "weeks" and "days."
- Failure to follow the Library's procedures may result in rejection of future exhibit requests.

AVAILABLE EXHIBIT SPACES

- Wall display space with a Walker art hanging system (about 60 linear feet) is located in the lower level
- 2 Locked, glass-front display cases approximately 50" wide x 50" high x 12" deep are located in the lower level.

HOURS

Exhibits will be available for viewing during Library hours:

- Monday – Thursday 10 am - 9 pm
- Friday 10 am – 5pm
- Saturday 10am-2pm
- Sunday 1- 5pm

No admission will be charged. Library programs or community group room rentals may prevent access to the exhibit for a limited period of time. A monthly calendar of programs and events is posted at www.bergenfieldlibrary.org.

CRITERIA

- The Library shall have the final decision on the content and arrangement of all exhibits and displays. Every item must meet the Library's standard of value and quality, and the Library reserves the right to reject any part of an exhibit or display.
- The Library reserves the right to refuse to exhibit any work it considers inappropriate, unsuitable, or not in keeping with its objectives. The Library will not accept any exhibits or



displays which it determines to be obscene, sexually explicit, pornographic, or potentially harmful to children; or which advocate for a particular candidate, political party or political cause; which promote or encourage racism, sexism or any form of discriminatory conduct; or which encourage unlawful conduct. The Library is not required to give a reason for this decision.

APPLICATION PROCESS

- Reservations will be accepted on a first-come, first-served basis upon receipt of completed application.
- The library reserves the right to cancel or reschedule any scheduled exhibit as it deems appropriate, within the parameters stated in this policy. The library will notify the exhibitor as soon as possible if an exhibit date must be changed.
- Applications must be submitted at least four (4) weeks in advance of the requested exhibition space and may be reserved up to one (1) year in advance. An application shall not be granted until approved by the Director or his/her designee.
- Photos of works to be exhibited should be sent digitally along with the application and description of the exhibit.
- Exhibits are to be set up at the beginning of the month and dismantled by the end of the month. All displays must be removed by the last day of the scheduled month for the exhibition.

INSTALLATION & REMOVAL

- The Library uses a Walker hanging system. To be suitable for display all drawings and pictures to be hung in the gallery must be matted.
- Artists and collectors are responsible for the installation, labelling and removal of their exhibits.
- Exhibitors must furnish all supplies necessary for hanging their work.
- Exhibit installation and dismantling must be done by appointment only. It is strongly recommended that the artist bring an assistant to help with the installation. Library staff will not be able to assist unless prior arrangements have been confirmed.
- Once an exhibit has been installed, artists may not add or remove any items from the exhibit cases.
- Please contact the exhibit coordinator one to two months prior to exhibit opening to confirm installation date and time. The Library has no storage facility for artists' property.
- The Library will not be responsible for loss or damage when items are not removed on time.

SECURITY & INSURANCE

- The Bergenfield Public Library has a building alarm system and security cameras in some locations. The Library is released from any liability that may result from theft of or damage to an exhibit, in whole or in part, while on display at the Library. The Library carries insurance to cover the value of exhibits and displays up to a total of \$10,000.
- All exhibitors must submit an itemized list of materials indicating their individual values. Exhibits valued at more than the Library's insurance limit will not be eligible for display.



PUBLICITY & PROMOTION

- All publicity relating to exhibits and displays shall be submitted to the Library for approval and shall be distributed by the Library. The exhibitor is responsible for submitting a biographical resume and an artist's statement to be used in preparation of publicity materials.

SALE OF ARTISTS' WORK

- The Library does not handle sales. The Library will refer any interested buyers directly to the artist. Prices may be displayed in the exhibit area. The Library receives no fees, commissions or remuneration in connection with the exhibit/display items.
- No exhibit/display materials that are sold may be removed prior to the end of the show, unless such removal and rearrangement of the show is approved by the Library administrator.

RECEPTION

- The Library does not host opening or meet the artist receptions. Exhibitors, at their own discretion, may choose to provide their own reception during library hours. Arrangements to reserve meeting room space are made with Library Administration.

Revised and Approved by Board of Trustees, February 13, 2025

APPLICATION TO EXHIBIT AT THE BERGENFIELD PUBLIC LIBRARY

As an educational and cultural institution, the Bergenfield Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Completed applications may be submitted to mbuonagura@bergenfieldlibrary.org for consideration.

Please note:

- Artists are responsible for carrying in, hanging up and removing their works on the dates indicated on this agreement. Artists are responsible for bringing their own installation supplies such as pliers, step stools, scissors, tape, markers, wire etc.
- Exhibit installation and dismantling must be done by appointment only. Library staff will not be able to assist unless prior arrangements have been confirmed.
- Once an exhibit has been installed, artists may not add or remove any items from the exhibit cases.
- Failure to follow these procedures may result in rejection of future exhibit requests.

EXHIBIT INFORMATION

Name of
Artist or
Organization

Title of
Exhibition

Exhibit
Description

CONTACT INFORMATION

Name

Phone Number

Email

Full Address

Date of Install

Dismantling Date

Total Estimated
Value

List of items to
be shown

ARTIST AGREEMENT

I, the undersigned, have read the **POLICY ON DISPLAYS AND EXHIBITS** of the Bergenfield Public Library and agree to all terms stated.

Artist Signature

Date