

# Old Bridge Public Library

## Request for Exhibit Space

**Today's Date** \_\_\_\_\_

**Display Dates** Set Up: \_\_\_\_\_ Take Down: \_\_\_\_\_

**Name:** \_\_\_\_\_

**Telephone :** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Title of Display:** \_\_\_\_\_

**Description of Exhibit:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Check the Display (S) You would like to Use:**



Large display case, 3 shelves



Medium display case, 2.5 shelves



Flat rectangular display case



Display board  
**1 Available**

The Library cannot assume responsibility for loss or damage of any items exhibited.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved by: _____  Date: _____	NOTES: _____ _____ _____ _____
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## Policy for displays and Exhibits

The Old Bridge Public Library encourages participation in library activities. In accordance with its role as a community center, the Library Maintains an Art Gallery and display cases that are used to display artistic creations and personal collections. The Art Gallery is located in the main Branch and showcases are located in the Central and Laurence harbor Branches.

Exhibitors wishing to use display space are required to submit a completed “Request for Exhibit Space: form. Materials to be considered for exhibition are subject to the following guidelines:

Exhibit space is available to organizations and individuals engaged in educational, cultural, intellectual or charitable activities.

All exhibits must be approved by the Library. It is at the sole discretion of the Library to approve or disapprove the “Request for Exhibit Space.” The Library may request to view samples of the exhibit prior to approving or disapproving the request.

The Library reserves the right to deny an organization’s or an individual’s request if it is deemed inappropriate for general audiences. The Library facilities are public spaces which are used and viewed by community members of all ages. The factor will be a prime consideration in the approval or rejection of a display request.

The Library reserves the right to make a final decision on the content and arrangement of all exhibits. The Library reserves the right to reject any part of any exhibit or to change the manner of the display if deemed necessary.

Applications for the use of exhibit space will be honored on a first-come first-served basis and are limited to one month per calendar year for each organization or individual depending on demand..

The Library can not assume responsibility for loss or damage of any items exhibited.

Exhibits are booked for a one-month period. The Library is responsible for scheduling setup and removal dates. If the exhibitor does not bring the display to the Library within three days following the agreed upon setup date, the Library may cancel the exhibit.

The Setup and removal of exhibits is the responsibility of the exhibitor

The Library will not provide storage space and reserves the right to dispose of exhibits left after the conclusion of the exhibit period.

No sales of exhibit work may be made on the Library premises.

Those who object to the content of an exhibit must complete and sign the “Request for Reconsideration of Library Exhibit” form. Provided this form includes the name and telephone number of the individual making the request, it will be forwarded to the Library Director and judged according to the policies established by the Library.