

OSSINING PUBLIC LIBRARY

ART EXHIBIT POLICY

The Gallery on the lower level of the Ossining Public Library, and other designated areas, is available for exhibits by individuals and groups. The library does not rent the gallery space, and all exhibits are free and open to the public during regular library hours. During the year we try to fulfill our mission by exhibiting works that reflect the multi-cultural nature of our community.

- The Art Gallery Coordinator with the guidance of the Director chooses an artist's/exhibitor's presentation based on a portfolio provided by the artist, a meeting with the artist and the artist's resume.
- The duration of an exhibit will be for one month, unless otherwise determined by the Art Gallery Coordinator.
- Preference will be given to local artists who live within or in the Ossining Public Library District and the immediate surrounding area.
- Specific months out of the year are traditionally set aside for the following art shows: February Black History Month and May Ossining School District Annual Art Show, September, or October Hispanic Heritage Month.
- Art exhibitions in media other than two-dimensional art are encouraged and will be considered based on the library's and the artist's ability to present the show for display.
- The library requires 20% of payment received for any sale of artwork to be donated to the library.
- Any piece sold must remain in the exhibit until the exhibit is over. A solid dot/sticker must be placed on the frame of a sold piece.
- The library provides some publicity about each exhibit in library's publicity, and on the library website. Press releases may be sent to local publications. The exhibitor may provide additional promotional material, such as artist produced postcards, which meets library approval. Artists are encouraged to do additional promotions for their show.
- The library is not responsible for any loss or damage to works on display.
- The glass tabletop display case may be used for crafts, collectibles, small sculptures, jewelry, and other displays upon request.
- The library does not censor artwork put on display in the gallery. *However, artists should be mindful that the gallery is a public area through which children and adults from our community regularly walk.*
- The library encourages all artists to have an opening reception open to the public. If the artist wishes to have an in-person opening reception, he/she must comply with the policy concerning the "Use of Meeting Room Spaces." Virtual receptions are welcome. Alcohol may be served in accordance with the following provisions:
 - ✓ The Library Director must approve the request.

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✓ Factors considered for the approval include:

- The nature of the event
- The number of attendees
- The time of day
- Library funds may not be used to pay for alcohol.
- No one under the age of 21 may consume, possess, or be served any alcoholic beverages, even with the consent of his/her parent or guardian.
- The serving of alcoholic beverages will end one hour before the scheduled close of the event. During the Library's regular hours of operation, the serving and consumption of alcoholic beverages is limited to the lower level.

Board of Trustees Second Reading and Approval: December 19, 2011

Revised 01/13/2022. Second Reading and Approval by the Board of Trustees: 02/14/2022