



Port Jefferson Free Library

100 Thompson Street • Port Jefferson, NY • 11777
(631)473-0022 • Fax: (631)473-4765
portjefflibrary.org

EXHIBITS & DISPLAYS RELEASE FORM

*** If both sides of this form are not completed and returned to the Adult Services Department, the Library cannot allow your exhibit/display to proceed ***

We are so happy and proud to recognize creative people who enrich our community! Information about our exhibition and display spaces is found at <https://portjefflibrary.org/use-the-library/display/>

INSTALLATION & REMOVAL POLICIES

- For **EXHIBITS** in our **Meeting Room**: you *MUST* contact the library to schedule installation and removal dates. Also, your pieces *MUST* be framed properly for exhibition.
- For **DISPLAYS** in our **case(s)**: You can install and remove pieces during library operating hours, but an Adult Services librarian has to give you the keys and schedule the dates you plan to come in.
- ❖ For **ONLINE** exhibits: contact and send images to Stacey at sschilb@portjefflibrary.org.
- Please leave our spaces clean and ready for other exhibitions/displays.
- Custodial staff might be available to assist you with scheduled loading/unloading of pieces **ONLY**. For staff availability, call (631) 473-0022, or email 1) adref@portjefflibrary.org or 2) Stacey at sschilb@portjefflibrary.org.
- Transportation, hanging, and taking down of pieces are the responsibility of yourself and any outside person(s) assisting you [i.e. – family, friends]. However, *staff will take down and store pieces not removed in a timely manner, and are not responsible for any resulting damage.*

RECEPTIONS

If you wish to hold a reception of your in-person exhibit, you may reserve our Meeting Room via Adult Services. We will work to accommodate your reception, but please note *library programs and events take precedence.*

WAIVER & LIBRARY POLICIES ACKNOWLEDGEMENT

[Print Name] I, _____
in considering the privilege of showing my pieces at the Port Jefferson Free Library (PJFL), waive any and all claims for loss or damage to any and all of the pieces in my exhibit/display, arising from *any* cause. I have read, understood, and agreed to Library policies and requirements regarding this matter.

Signature: _____ **Date:** ____/____/____

Title of Exhibit/Display [if any]: _____

For the month(s) of: _____

[CONTINUED ON BACK]



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In the following Space(s) [*Confirm availability with Adult Services and check all that apply*]:

MEETING ROOM _____ TALL DISPLAY CASE _____ FLAT MUSEUM DISPLAY CASE _____ ONLINE _____

I agree to INSTALL my pieces on this date(s): _____

I agree to REMOVE my pieces on this date(s): _____

Primary Phone #: _____

Email address: _____

Home Address: _____

- **Alternate Contact Information** (optional)

Name: _____ **Phone #:** _____

PIECES TO BE EXHIBITED/DISPLAYED [Required]

List number of items and medium(s) used/what the objects are

Examples - “15 pieces, various mediums (clay, acrylic, pencil drawings)” ; “20 antique toy cars”

If you wish, email up to 5 images (.png, .jpg, or .tif formats) of your pieces to Stacey for marketing

NOTE: The PJFL “Yeoman” Newsletter may have up to a two-month lead-in time for printing.