



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 ***

Information about our exhibition and display spaces is found at <https://portjefflibrary.org/use-the-library/display/>

INSTALLATION & REMOVAL - POLICY and REQUIREMENTS

- ❖ For **EXHIBITS** in our **Meeting Room**: Because library programs and events take precedence, you **MUST** contact the library to schedule installation and removal times. *Pieces must be framed properly for exhibition.*
- ❖ For **DISPLAYS** in our **Case(s)**: You may install/remove pieces during library operating hours, but an Adult Services librarian has to give you the key and schedule the dates you plan to come in.
- Our spaces must be left 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) sschilb@portjefflibrary.org.
- Transportation, hanging, and removal 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.*

WAIVER and ACKNOWLEDGEMENT

[Print Name] I, _____, waive any and all claims for loss or damage to pieces in my exhibit/display, arising from *any* cause. I have also read, understood, and agreed to the PJFL policy and requirements for Exhibits and Displays.

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

Title of Exhibit/Display [if any]: _____

For the month(s) of: _____

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

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

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- I agree to INSTALL on this date(s): _____
- I agree to REMOVE on this date(s): _____

MY CONTACT INFORMATION:

Primary Phone #(s): _____

Email address (s): _____

Home Address: _____

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.