



Display Case Policy

The Warner Library provides two display cases in the front hall of the library. These cases are available at no charge to local individuals and non-profit groups engaged in artistic, educational, cultural, intellectual or charitable activities. Preference will be given to exhibitors who reside within the Villages of Tarrytown or Sleepy Hollow. Display cases are not available for religious or partisan political exhibits.

Any group interested in placing an exhibit in the library display cases should speak to the Display Case Coordinator to be put on the schedule. Exhibits are displayed for one month at a time. Once the display has been scheduled the exhibitor should fill out the "Display Case Request" Form. The form is available at the Reference Desk. The theme of the exhibit should be clearly stated on the form, and the completed form should be submitted to the Display Case Coordinator at least a month before exhibiting is to begin.

Exhibitors should keep in mind that displayed items should be suitable for view by a general audience, including children. Permission to exhibit display case materials does not imply library sponsorship, endorsement of content or responsibility for opinions displayed. If there are public complaints regarding the content of a display these concerns will be presented to the Warner Library Board of Trustees. The Board of Trustees may determine to end any such display prior to its scheduled end date.

Installation and removal of display case items are the physical and financial responsibility of the exhibitor including, but not limited to, shipping packing, storage, signage, labels, framing, and equipment/supplies needed for same. Exhibitors should agree on a time for installation and removal of the exhibit with the Display Case Coordinator.

Exhibitors agree to be responsible and pay for, any and all damages to library property including display cases, walls, floors, grounds and furniture resulting from the installation or removal of a display. Any damage or loss to the display including theft, will be sustained by the exhibitor and will not be deemed to be the fault of the library.

If display case items are available for sale, the artist may leave a price list at the circulation desk. Exhibitors can display prices of their display items but the library cannot accept funds on behalf of the artist. All sales should take place away from the library.