



Gallery Policy

As part of its mission and outreach to the community, Warner Library welcomes both amateur and professional artists to exhibit their art work. Preference will be given to exhibitors who reside within the Villages of Tarrytown and Sleepy Hollow. The gallery is not available for religious or partisan political exhibits.

Artists are required to follow the guidelines below for all exhibits.

- Artists interested in displaying their work should contact the Gallery Exhibits Coordinator to be placed on the schedule. Since many local residents are interested in displaying their art work at the library, exhibits may have to be booked a year or more in advance.
- Artists should keep in mind that library exhibits should be suitable for view by a general audience including children. Permission to exhibit art work does not imply library sponsorship, endorsement of content or responsibility for representation of all points of view.
- Exhibits are scheduled for a period of one month.
- Set-up and take-down times are to be arranged with the Gallery Exhibits Coordinator.
- The artist is responsible for the preparation and display of the exhibit. The Gallery Exhibits Coordinator will provide the wires and hooks to be used with Warner's Gallery One hanging system. No adhesives can be used on the walls.
- The library is not responsible for items that are damaged or stolen when on display. The artist is responsible for providing insurance to cover loss or damage.
- The Gallery Exhibits Coordinator will help publicize the exhibit. For publicity, please provide a jpeg of a selected piece of art work for inclusion on the library's website, biographical information about the artist, and information about the art work such as theme or medium.
- The artist may schedule a reception to celebrate the exhibit with the help of the Gallery Exhibits Coordinator. Finger foods and soft drinks are recommended (alcoholic beverages are not permitted) but must be provided at artist's expense. A guest book for people to sign when they view the work is welcomed and encouraged.
- If art work is for sale, the artist may leave a price list at the circulation desk.
- Artists can display the prices of their art work in the library but the library cannot accept funds on behalf of the artist. All sales should take place away from the library.
- 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.

Approved by Library Board 04/21/2022