

**Millburn Free Public Library**  
**William R. Swinson Art Gallery Policy**

1. The Board of Trustees of the Millburn Free Public Library is the sole authority over the gallery space in the MFPL, pursuant to N.J.S.A. 40:54-12. Day-to-day management is delegated by the Board to the Director of the Library and his/her designees.
2. The MFPL makes its gallery exhibit space available on a first-come, first-serve basis. Reservations must be arranged by the exhibitor in advance by speaking with the librarian in charge of the gallery schedule. Written confirmation of the booking will be given by the MFPL. Exhibitors should not consider a reservation booked until written confirmation is received. The MFPL reserves the right to cancel a reservation with proper notice and sufficient reason.
3. The MFPL is not responsible for any loss resulting from damage or theft of any item(s) on exhibit. Exhibitors must provide their own insurance, if protection is desired. The MFPL may request to see proper insurance for items deemed of high value. **[Exhibitor initial here: \_\_\_\_\_]**
4. Gallery space is reserved at one month intervals. Exhibitors may install on the first day of the month for which their reservation is confirmed. If the library is not open on the first day of the month, exhibitors may install on the first open day. Late installations do not extend exhibit time. Installations must be removed by the last day of the same month. If the MFPL is closed on the final day of the month, the installation must be removed by the last preceding open day. Installations that are not removed by the end of the month will be taken down by MFPL staff and stored. The MFPL will not be responsible for damage or loss. The MFPL reserves the right to levy a service charge of up to \$100 for this action, plus a charge of \$25 per day for storage beyond the first day. Items will not be released from storage until all charges are paid in full by cash or check only. **[Exhibitor initial here: \_\_\_\_\_]**
5. Exhibitors are responsible for installing and removing their own exhibits. Library staff members are not available to assist with the process.
6. The gallery has a picture rail near the ceiling from which work may be hung. The MFPL will supply hardware. *Under no circumstances can items be nailed, screwed, taped, or otherwise affixed to the gallery wall.*
7. Gallery hours must coincide with library open hours. In the event of emergency closings, the gallery will also be closed.
8. The gallery is a public space that is accessible to, and viewable by, all members of the community, including young children. The MFPL has the authority to deny exhibition of materials in its gallery that it deems are not in the best interest of the community.

9. The library gallery is an exhibit space, not a sales gallery. Sales are not permitted and prices may not be posted. However, artists may make private arrangements with any prospective buyers outside of the MFPL. **[Exhibitor initial here: \_\_\_\_\_]**
  
10. The MFPL may, at its sole discretion, prepare a press release for an exhibit. If the artist/exhibitor has any relevant information that they would like included in the press release, it should be provided to the MFPL at least one month in advance of the exhibit opening. Exhibitors are also welcome to prepare their own publicity for the event. Any publicity materials or press releases that are produced must refer to the MFPL as the "Millburn Free Public Library" in its first occurrence in the text; subsequent references in the same document can be to the "MFPL" or "the library." Publicity must include the library address (200 Glen Avenue, Millburn, NJ 07041) and phone number (973-376-1006); inclusion of the library URL (www.millburnlibrary.org) is optional.
  
11. Exhibitions are not permitted without signing and returning this form to the MFPL.

*Policy affirmed by the Board of Trustees -- June 22, 2015*

**Application to Reserve the William R. Swinson Gallery at the MFPL**

I have read, understand, and agree to the above policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*Exhibitor must also initial #3, #4 and #9 above.*

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

FOR STAFF USE:

Reservation month/year: \_\_\_\_\_ Scheduled by: \_\_\_\_\_