



Warner Library Display Case Policy

The Warner Library is dedicated to serving the residents of the Tarrytown and Sleepy Hollow communities. In addition to providing free and easy access to a wide range of both traditional library materials and technological resources necessary in the 21st Century, Warner Library serves as a dynamic community hub, offering quality programming, concerts, lectures, exhibits, and public space to all members of the community.

Warner Library promotes the joy of reading and the lifelong pursuit of learning in a safe, comfortable, and welcoming environment, and fosters the spirit of community stewardship while striving to meet our patron's educational, informational, and recreational needs.

General Terms and Conditions of Use

- Use of the Warner Library's two exhibit display cases is 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 and Sleepy Hollow. Display cases are not available for religious or partisan political exhibits.
- Anyone interested in placing an exhibit in the library display cases should speak to the Display Case Coordinator to be put on the schedule. Exhibitors may use the display cases for one month at a time. Once a date has been set, exhibitors should fill out and sign the "Display Case Request" form. The form is available at the reference desk or online at www.warnerlibrary.org. The completed form must include the exhibit title, month of display, as well as the exhibitor's name, address, telephone number, email and signature. The completed form should be submitted to the Display Case Coordinator for review. The theme of the exhibit should be clearly stated on the form.
- 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 representation of all points of view.
- Installation and removal of display case items are the physical and financial responsibility of the exhibitor including, but not limited to, shipping, packaging, 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.
- If display case items are available for sale, 10% of the total sales during the time of the exhibit should be paid to Warner Library.

Adopted by the Warner Library Board of Trustees November 16, 2017

