



Westchester
Community College
State University of New York

Harold L. Drimmer Library

Request to Exhibit Art in Library Gallery and Guidelines

The Harold L. Drimmer Library has a gallery system enabling the exhibition of hanging works of art outside Library Rooms 116 – 121.

Individuals and organizations requesting the use of this space for exhibits must complete this Request to Exhibit Form and indicate their agreement to the Exhibition Guidelines below by signing at the end of this document.

This form and the required attachment listing artwork to be displayed should be submitted to: Karen Vanterpool, Library Department Chair, Harold L. Drimmer Library, Westchester Community College, 75 Grasslands Road, Valhalla, NY 10595.

Please allow at least thirty days for review of requests. The Library will assign exhibition dates to approved requests.

Request to Exhibit Form

Date of Request:

Proposed Dates of Exhibit (30 days initial period):

Name of Sponsoring Individual/Organization:

If Organization, Name of Contact Person:

Address:

Phone Number:

Fax Number:

Email Address:

Please describe your affiliation with Westchester Community College:

Name of Proposed Exhibit:

General Description of Exhibit:

Required Attachment: List of Works

Please attach, on a separate page, a List of Works to be exhibited. For each piece, provide the following information:

- Title of Work
- Size
- Medium
- Price (retail and artist)

No Request to Exhibit will be considered without submission of a List of Works.

Exhibition Guidelines

Prospective Exhibitors must review the following guidelines and indicate their agreement thereto by an authorized signature at the end of this document.

1. The determination to grant permission for exhibits shall be solely within the Library’s discretion.
2. Nothing (neither art work nor descriptive materials) may be attached to the wall itself.
3. Works must include a hook or hanging wire to enable use of the gallery system.
4. Works’ descriptions should be incorporated in frames or be capable of being attached to the gallery system.
5. Works valued at more than \$2,500 require formal appraisal, at the exhibitor’s expense.
6. The initial period of exhibition shall be thirty days; extensions to this period shall be allowed at the sole discretion of the Library.
7. The Exhibitor agrees to be liable for any damage resulting from their exhibits, including the cost of any necessary repairs.
8. The Library shall have the right to publicize the exhibition as it sees fit.
9. The Library reserves the right to rescind its permission to exhibit and/or to require the immediate removal of the exhibit at any time.
10. The Exhibitor agrees not to hold the Library liable for any damage to the works. Exhibitors are encouraged to provide their own insurance.

By signing below, the Exhibitor agrees to comply with the foregoing guidelines, as well as reasonable additional guidelines and procedures that may be adopted by the Library from time to time.

Agreed: _____
Signature of Individual Exhibitor or
Individual Authorized to Sign on Behalf of Exhibiting Organization

Print Name: _____

Date: _____