

Art Exhibit Policy

The Field Library offers a dedicated art exhibit space in the gallery to support its mission of fulfilling the cultural, informational, artistic, and recreational needs of our diverse community. All exhibits are free and open to the public during the Library's regular operating hours.

GUIDELINES FOR ART EXHIBITIONS AT THE LIBRARY: All artwork and artists considered for inclusion in the exhibit space are subject to the criteria listed below:

- Current and anticipated needs and interests of the public;
- Professional presentation of work and artistic value;
- The Library's ability to display the artwork due to format, size, contrast, or safety considerations;
- The professional or artistic reputation of the artist(s);
- Connection to other community programs, exhibits, or events;
- Artist's agreement to the Library's Art Exhibits Agreement.

While the Library does not censor artwork displayed in the gallery or the lobby display glass case, artists should be mindful that the lobby display case is a public area where children and adults from our community frequently walk through.

The Library will not include in any exhibits or displays artwork that it determines to be obscene or pornographic, or materials containing content that could be considered discriminatory or harassing based on a group or individual's protected class (race, color, religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, disability, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state, or local law).

APPLICATIONS: All applications for art to be exhibited in the gallery should be mailed or e-mailed to the Gallery Coordinator at gallery@thefieldlibrary.org, 4 Nelson Ave Peekskill NY 10566), who will handle the arrangements for approved shows. All items in the exhibit are reviewed and approved by the Library in advance of display placement. Art exhibitions in media other than two-dimensional art are encouraged and will be considered based on the Library's and the artist's ability to present the show for display. The duration of an exhibit will be for one month, unless otherwise determined by the Gallery Coordinator and/or Library Director.

SALES: A price list, numbered to correspond to the works on display, may be left in the Gallery, however, any transactions must take place between the artist and the buyer off Library premises. The Library requires a donation of 15% of the payment received from the sale of any artwork displayed at the Library. Any piece sold must remain in the exhibit until the exhibit has concluded.

PUBLICITY/EVENTS: The Library provides some publicity for its exhibits. Artists may offer additional promotional materials, such as artist-produced postcards, subject to the Library's approval. Information about exhibits and receptions is posted on the Library's website and social media platforms.

Artists are welcome to have a reception. Most Saturday and Sunday afternoons are available, but they must be booked in advance. Receptions are to be open to the public as well as invited guests. Under normal circumstances, custodial help is not required after the reception, but should there be cleanup, exhibitors are expected to pay a nominal fee.

SETTING UP: Artists must arrange time(s) for hanging their artwork, and are responsible for proper and safe framing and hanging of work from the picture hooks in the room; line is provided. It is very important to maintain the integrity of the wall space and the hanging system in place was installed for that purpose. Exhibitors are responsible and must reimburse the Library for any damages incurred in connection with the exhibition. Labels may be affixed to the wall using Library-approved methods to identify works. The Library does not provide porter service, storage space, or special furnishings for exhibits.

INSURANCE: The Library is not responsible for the theft or damage to items on exhibit, nor does it provide security or insurance to protect them. The exhibitors must sign an insurance waiver for works displayed.

DISCLAIMER: Artwork displayed in the gallery shall not indicate endorsement, imply agreement with any particular viewpoint or suggest approval or certification of the content of the art by the Board of Trustees, Library Director or staff.

The Library's use of display areas takes precedence over any other use and the Library reserves the right, without notice, to cancel the use of the display area by exhibits if the Director determines that the display space is needed for Library purposes.

Adopted by The Field Library Board of Trustees 12/18/2025.