

## **800-40: Displays**

The glass display cases at the Main Library are available for public display of arts and crafts objects, collectibles, historical materials, etc., which would be of interest to the public. The exhibit must be non-commercial. The display case should not be used for promotional purposes by an organization or individual. Such exhibits are booked and scheduled through the Programming & Publicity Office. The displays in the Children's Department are booked and scheduled by the Children's Department.

Exhibits in the Gallery in the Main Library are scheduled by the Program/Outreach Coordinator in charge of Programming and Publicity. The application form is attached.

Revised 5/15/01, 9/12/17

## Great Neck Library

### GALLERY

The exhibit area is centrally located in the Main Library.

1. Photographers must be residents of the Great Neck School District.
2. Applications will be accepted on a first-come, first-serve basis. You will be contacted by the Library after submitting the application so that specific arrangements can be made.
3. Exhibits are displayed for a period of one month, commencing the first Friday of the month.
4. Photographs may be submitted already framed or matted to fit standard dax-type frames (8"x10" or 11"x14").
5. Photographers must be prepared to arrange, hang and dismantle their own shows with the assistance of a Library staff member at predetermined times.
6. Photographers must bear in mind that the exhibit space is centrally located in the Library where it will be viewed by children as well as adults.
7. The Library will be pleased to submit press releases about the exhibits to the local newspapers provided that written information about the photographer and his/her work is provided with this application at least one month before the exhibit. If possible, please submit a black /white photograph of your work with the written publicity information. We regret that this photo cannot be returned. No publicity may be undertaken by the photographer without prior approval of the Library.
8. All exhibits are subject to the Library's approval.

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*(Please read the above information before filling in application form.)*

**APPLICATION TO EXHIBIT IN THE GREAT NECK LIBRARY GALLERY**

I would like to exhibit my work in the Great Neck Library Gallery.  
I understand and agree to conform to the guidelines established above.

Name\_\_\_\_\_

Address\_\_\_\_\_ Zip Code\_\_\_\_\_

Phone (day)\_\_\_\_\_ (evening)\_\_\_\_\_

Please indicate the months you would prefer and we will try to accommodate your request.

\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Please attach one photograph and any information about yourself and your work which may be used for publicity purposes. Keep the upper half of this form for your records. Submit the application to Programming Office, Great Neck Library 159 Bayview Avenue, Great Neck, NY 11023.

If you have any questions, please call 466-8055, ext. 254.

DO NOT WRITE IN BOX	
Received_____	Hanging_____
Called_____	Dismantling_____
Confirmed_____	Publicity Received_____