

MONROE TOWNSHIP PUBLIC LIBRARY
4 MUNICIPAL PLAZA
MONROE TOWNSHIP, NJ 08831
(732) 521-5000

EXHIBITS RULES AND INFORMATION SHEET

1. Exhibits are displayed for one month in the George Ivers Exhibits Case and three months in the Fine Arts Gallery and are limited to these spaces only.
2. Exhibit applications are screened by the Exhibits Committee. From a list of acceptable exhibitors, up to seven will be selected by random drawing for the George Ivers Exhibits Case and four exhibitors for the Fine Arts Gallery. These people will be assigned a month(s) to display their exhibit.
3. The exhibit case displays the work of students from the Monroe Township School District in February and March in the George Ivers Exhibits Case.
4. The setting up and taking down of all exhibits are the responsibility of the exhibitor. All items displayed must remain on display for the entire length of the exhibit. When the exhibit is set up, a list of all items displayed along with the estimated dollar value of each item will be submitted to the Library Director by the exhibitor. After the Library Director verifies the list, the display case will be locked for the length of the exhibit. When the exhibit is taken down, the Library Director and the exhibitor will again verify that all items on the list have been returned to the exhibitor.
5. Exhibitors will be asked to submit an autobiographical sketch prior to the opening date. It should include a description of the exhibit, personal and family data, places you have exhibited, prizes won and any other information that you feel will be of interest to the library patrons. All publicity about the exhibit must be approved in advance by the Library Director to be sure that it conforms to all library policies. An exhibitor may wish to schedule a reception for the exhibit. This should be done through the Library Director.
6. No advertisement, offer of sale or purchase will be permitted within the display case and no sales transactions will be permitted on library premises; however, if items in the exhibit are for sale, a master price list will be available through the Library Director and prospective customers will be referred directly to the exhibitor. No prices will be posted with the exhibit.
7. The Library Director and the Exhibits Committee reserve the right to restrict from the exhibit, any item or items that do not meet all library policies for acceptable community standards of good taste. The decision of the Library Director and the Exhibits Committee will be final in this matter.

April 2009