



# Policy Manual

## PUBLIC

### **P19: Art Exhibit**

**Purpose:** The policy establishes the criteria for evaluating and approving the display of public art in the Library, in connection with signing of an Art Exhibit Agreement between the Library and an artist.

**Original Works:** All works of art on temporary display in the Library shall be original works of art, and not a reproductive print or copy of another artist's work.

**Frequency and Limitation on Duration:** The Library Director, Information Services Manager (Library staff) or their designees, shall be responsible for planning art exhibitions at the Library. Library displays shall be hosted as often as is desirable and practical.

Artwork may be on display for a maximum of four months and a minimum of one month. Exceptions may be made at the discretion of the Library staff, or their designees, on the basis of availability, appropriateness to current display themes, and any other relevant considerations.

**Types of Display:** Art exhibits hosted or coordinated by the Library may include competitions sponsored by the Library, art displays featuring individual artists, or themes and art displays featuring groups of artists.

**Location:** Artwork shall be displayed in the Teen Stop (2<sup>nd</sup> floor), Quiet Study Room (2<sup>nd</sup> floor), and Display Case (2<sup>nd</sup> floor elevator area) or in any other location the Library staff or their designees deems appropriate. Artwork shall be displayed in a manner that does not unreasonably impede traffic or interfere with safety. Artwork may be physically separated from the main exhibit when, in the opinion of the Library staff, or their designees, it is warranted by theme, appropriateness to other exhibits, or other considerations, including community standards.

**Availability:** Displayed Artwork shall be available for public viewing during regular Library hours and whenever the Library is open to the public; provided, however, that the Library may

temporarily remove the Artwork as required for Library events or for other reasons related to the Library's use of the designated areas or other public facilities.

**Identification of Artwork:** Artist will prepare identification materials for the Artwork. If the Artwork is for sale, the price shall be displayed.

**Pick-up and Deliver/Abandonment:** Artist shall be responsible for delivering all pieces to be displayed to the Library at a date and time to be coordinated by the Library staff or their designees, and the artist. Furthermore, artists shall be responsible for picking up their Artwork once an exhibit is over. The Library shall set a deadline for pick-up of Artwork once an exhibit is over and shall provide notification of the deadline to the artist prior to set-up. Any piece that is not picked-up by the deadline shall be treated as abandoned property and shall be subject to disposal or retained by the Library, in its discretion, as provided in the Art Exhibit Agreement.

**Set-up/Take Down:** It shall be the responsibility of the artist to coordinate a time with the Library staff or their designees to set-up and take down the Artwork.

**Two-Dimensional Works of Art:** The Library shall provide the means for display of two-dimensional works of art (an art hanging system is provided in both the Teen Stop and Quiet Study Room).

**Three-Dimensional Works of Art:** The Artist may be required to provide the means for display of three-dimensional works of art. Coordination of the Display Case (2<sup>nd</sup> floor) is an option based on availability.

**Exhibit Details:** Artwork size must be approved by the Library staff or their designees and must work within the parameters of the space in which it is designated. Artwork must be delivered ready to be installed.

**Display Rules and Complaint Resolution:** Artwork may be displayed at the Library, depending on availability of space and subject to the provisions set forth above, unless deemed obscene by the Library or otherwise found to be in violation of state or federal laws. The Library reserves the right to reject or remove any works or items that advocate discrimination on the basis of sex, age, race, religion, and works advocating a political campaign. Works or items will be deemed obscene and not displayed or removed if all three of the following standards are met with regard to such works or items:

1. The "average person, applying contemporary community standards," finds that it appeals to the prurient interest.
2. The work portrays sexual conduct "in a patently offensive way".
3. The work "lacks serious literary, artistic, political, or scientific value.

If an individual has a complaint about any Artwork on display, the individual will be asked to write a letter to the Library Director. The request shall be processed as follows:

1. Receipt of the letter should be dated and then immediately submitted to the Library Director.
2. The request will be reviewed by the Library Director or designees, within seven business days of receipt of letter to ensure that Artwork complies with this policy.
3. If the Artwork is deemed to be obscene, then the specific piece or performance will be removed, relocated, relabeled, or otherwise modified giving due regard and consideration to the artist's freedom of expression and due process under the First and Fourteenth Amendments in accordance with the forum in which that Artwork is displayed.
4. The citizen filing the letter will be notified in writing within fourteen business days of the outcome of the request.
5. An appeal of this decision may be made to the Library Board of Trustees.

Adopted: August 20, 2014; Amended: June 22, 2017

Signed:

A handwritten signature in black ink that reads "Craig Messerknecht". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Craig Messerknecht  
President  
Novi Public Library Board of Trustees