



# Policy Manual

## PUBLIC

### P8: Exhibits and Displays

- A. Public display and exhibit space may be provided to individuals and organizations based on factors including the availability of space and consistency with the Library's Mission Statement.
- B. Administration will review requests for use of public exhibit and display space. The final authority for all exhibits and displays rests with the Administration.
- C. Preference will be given to Novi community based organizations.
- D. All publicity materials relating to exhibits shall be submitted for approval by the Administration.
- E. It is the responsibility of the exhibitor to set up and remove displays as specified by the Administration. Typically, displays are scheduled for one month. Failure to dismantle a display by the agreed upon date may result in its removal by the Administration.
- F. Exhibits and displays that may be considered illegal will not be approved.
- G. Exhibiting or displaying does not imply endorsement or recommendation by the Library.
- H. The Library is not responsible for loss, theft or damage to any display.

Approved: February 1, 1997; Amended: May 1, 2010; June 22, 2017

Signed:

Craig Messerknecht  
President  
Novi Public Library Board of Trustees