



Southfield Public Library Exhibit Policy & Application

Statement

As the Southfield Public Library is Yours To Explore, the Library strives to showcase a variety of ever changing artwork. Exhibits and displays in the Library enrich the library experience for patrons.

Exhibit Selection

In selecting exhibits, the Southfield Public Library will take into consideration:

- Quality of artwork
- Overall community interest
- Historical prominence or significance of artist or arts organization
- Relevance to Library programs
- Dates of previous Library exhibits by the same artist, lender or organization
- Dates of previous Library exhibitions of similar items or topics
- Special needs or cost associated with proposed exhibits
- Priority will be given to residents of Southfield and Lathrup Village
- Student art work will only be accepted from Southfield and Lathrup Village public or private schools or children who live in Southfield or Lathrup Village

The Library will consider a wide range of artistic expression in deciding on potential exhibitors. However, in deciding on the suitability of any work, Library staff is mindful that the areas of display are used for normal library activity and will be viewed by all segments of the community and all age groups.

Display Guidelines

The Library has the right to review the materials before the exhibit is set up. The Library will not accept displays, exhibits, etc. which are judged either illegal, offensive or inappropriate for a public library setting (i.e. one that is free and open to persons of all ages).

Exhibit scheduling is coordinated by the Community Outreach Department. Library exhibit areas are available to individuals and groups if the Library has not previously scheduled the use of those exhibit spaces. It is not the intent of the Library to provide permanent or continuous exhibit space to a specific individual or group. No individual or group may display items more than once a year.

Displays and exhibits will be approved and scheduled as space permits. The sponsoring group or individual is responsible for creating the display, setting it up according to schedule and removing it before the next scheduled display or exhibit. Exhibits are normally scheduled for a one month period of time. Exhibitors must provide an inventory with the value of each item and the value at the time the exhibit is setup.

If the exhibit is not removed by the end of the exhibition period, the Library will provide written notice to the exhibitor to remove the exhibit. If the exhibit is not removed within seven days of this mailing, items will become the property of the Library. The Library will dispose of these items at its discretion.

Exhibit Presentation

Two-dimensional artwork must be suitably framed and ready for hanging. Unframed artwork will not be exhibited without specific permission of the Library. Labels and exhibitor contact information should be displayed with the exhibit but cannot be attached to any walls.

Exhibit Areas and Dimensions

WOW Wall – Seven glass cases between the circulation lobby and children’s area

3 cases 14”H x 14”W x 23”D; 3 cases 30”H x 30”W x 23”D; 1 case 14”H x 30”W x 23”D

Second Level Gallery Wall – Art rail behind the Music, Movies & More and Large Print Sections

3 sections of wall 17 ½’, 43’ and 24’ long

Second Level Glass Cubes (1 set) located near the Quiet Study Room

10 cubes 15”H x 15”W x 15”D

Third Level Glass Cubes (2 sets) located by elevators and the What’s New Display

20 cubes 15”H x 15”W x 15”D

Third Level Southfield Gallery Wall located in the hallway by the Southfield History Room

1 section of wall 21.5’ long

Third Level Southfield History Room Display

18 cubes 18”H x 18”W x 18”D

Bookends Café – located along the North wall of the Café

1 section of wall 29’ long

Insurance

The City of Southfield/Southfield Public Library is not liable for any damage, destruction or loss of the exhibit. The exhibitor will release the City/Library from any claims in writing. The City/Library recommends that the exhibitor obtain its own insurance coverage in regards to the exhibits.

Fees

All exhibits and displays are offered to the Library on a non-fee basis.

Sales

Works of art may be offered for sale, with prices established by the artist. The artist is responsible for conducting the sale of any work directly with the purchaser, not through Library staff. No booths, kiosks or the like shall be allowed.

Cancellation of Exhibits

The Library reserves the right to require the exhibit to be removed or to cancel any exhibit should unforeseen conditions or situations arise.

Last Updated: September 19, 2007

Approved by the Library Board on 11/20/07



APPLICATION FOR EXHIBIT/DISPLAY SPACE AT THE SOUTHFIELD PUBLIC LIBRARY

Name/Contact Person _____

Organization _____

Phone Number _____ (home) _____ (work)

Address _____

Email _____

Website _____

Proposed Title of Exhibit _____

If you have a date preference, please indicate _____

Please describe the purpose and nature of the exhibit

Preferred Exhibit Location – please check

- WOW Wall - Seven glass cases between the circulation lobby and children’s area
- Second Level Gallery Wall - Art rail behind the Music, Movies & More and Large Print Sections
- Second Level Glass Cubes (1 set) - located near the Quiet Study Room
- Third Level Glass Cubes (2 sets) - located by elevators and the What’s New Display
- Second and Third Level Glass Cubes (3 sets)
- Third Level Southfield Gallery Wall - art rail on the South wall in the Southfield History Room Alcove
- Third Level Southfield History Room Glass Display Cases
- Bookends Café - Art rail along the Café’s North wall

- Photographs or links to the artworks on a website that are representative samples of the proposed display are enclosed or attached.

The applicant acknowledges that the City/Library is not responsible for any damage, loss or destruction to the exhibit and hereby releases the City/Library from any liability in connection therewith. The applicant acknowledges receipt of the City/Library’s exhibit policy and agrees to abide by the terms thereof.

Signature _____ Date _____

*Please return application form to:
Southfield Public Library, Exhibits, 26300 Evergreen Rd., Southfield, MI 48076*

If you have questions please contact **Jane Sloan** at **248-796-4362** or by sending an email to **jsloan@sfdlib.org**

Please note that applications are reviewed quarterly and exhibits are usually booked six months in advance. The Library will take into consideration date and location preferences but cannot always meet these requests.