

Art Exhibit and Display Policy

The Peter White Public Library strives to enrich the community through access to services and cultural opportunities. In accordance with the American Library Association's Library Bill of Rights, PWPL will provide exhibits and displays for the interest, information, and enlightenment of all community members. Materials will not be excluded because of the origin, background or views of those contributing to their creation.

The Library, provides rotating art exhibits and interactive programming in support of the arts in Marquette. PWPL strives to present materials and information that present all points of view on current and historical issues.

Library Art Committee

A Library Arts Committee composed of the Library Director and designees have sole discretion regarding selection, exhibition period, and in what manner any art is exhibited. The committee retains the right to deny or refuse any exhibit proposal. It also has the right to cancel or remove pieces of an exhibit in its discretion.

In selecting exhibits and displays the following will be considered:

- Quality of the exhibit and aesthetics
- Community interest
- Relevance to PWPL programs and activities
- Space requirements
- Timeliness or local or regional interest
- Suitability of subject matter

Preference will be given to the following:

- Upper Peninsula, Marquette based artists
- Art which has not be previously exhibited in Marquette
- Individual artists who have not exhibited in PWPL galleries in the past 2 years
- Diversity of artistic mediums

Exhibit/Display Spaces and Accommodations

The Library manages two art galleries and also provides one display table for public use. The City of Marquette Arts and Culture Center (MACC) manages the Deo Art gallery. Artists interested in that space should communicate directly with the MACC staff.

Huron Mountain Club Gallery -

- Location in Building: First Floor, 1904 Building; Open Concept
- Linear foot of exhibition space: 87' This gallery has many corners which will reduce the space for hanging images.
- Hanging System: Railed Artwork hanging system, wall mounting also optional (\$25 fee for wall repairs)
- Lighting: LED Track Lighting
- Security Available: High Def Camera System; No ability to restrict access to this space.

Lower Level Reception Gallery –

- Location in Building: Lower Floor, 2000 Building; Open concept; High traffic area leading to Community Room, Youth Services Department and Marquette Arts and Culture Center.
- Linear foot of exhibition space: 40 linear feet
- Hanging System: Railed Artwork Hanging System
- Lighting: LED track lighting
- Security Available: High Def Camera System; No ability to restrict space access

Display Table –

The Library will allow area organizations to setup an informational table/display in the Library. This display will be setup on a 6-foot table. No lighting or security is available.

Art Exhibit Proposal Process

Artists interested in the Huron Mountain Club Gallery or the Lower Level Reception Gallery should submit an application. Each Spring/Summer the Library will announce a call to artist period. During this period artist application for exhibit will be collected and reviewed by the Library Arts Committee. Applications will not be accepted outside this call to artist period.

Applications require photos which show examples of the work to be exhibited. Prospective exhibitors should keep in mind that display spaces are located in prominent areas of the Library. The Library discourages proposals which include significant elements of sexually explicit imagery, nudity, or graphic violence.

The Library Art Committee will set the schedule for Art Exhibits in the following year. Artists will be notified of when their exhibit will be exhibited and in which gallery. Artists will be asked for their preferences, but this cannot be guaranteed.

No group may display items more than once per year in any PWPL or MACC gallery space.

Artist's Responsibilities

- The artist will complete and sign any submission required by the Library in connection with the exhibition, competition, or contents.
- The artist will meet with a designated Library representative to review guidelines and procedures for coordinating the logistical details of the exhibit. This includes setting dates for the install and removal of the exhibit.
- The artist will supply items that are consistent in form, quality, and content with the original proposal.
- The artist assumes all responsibility for transporting exhibit items, installing exhibit and removing exhibit. Library staff are available to assist with the hanging system, but will not install the exhibit on behalf of the artist.
- The artist will supply titles and desired descriptions for items and provide biographical or historical information as requested.
- It is the responsibility of the Artist to insure any art loaned to the Library.

If an exhibit/display is not removed as scheduled, the PWPL will remove the display. However, the Library does not have storage space. Therefore, PWPL is not responsible for damage that may occur during removal and subsequent storage until the exhibit/display is picked up.

Display Table Guidelines

- Only one organization can set up a table display at a time.
- Organizations may only setup one display table a year.
- Table displays will be located in an area of the Library that works for library use, and not necessarily the best location for the organization.
- The display table limit is 4 weeks.
- This will be handled on first come, first served basis.
- Organizations may not reserve display table space more than 1 year in advance.
- We will not hold a month for any one organization in perpetuity.
- Only established organizations are allowed to display their materials.
- Organization members are not allowed to be stationed at the Library in order to solicit or engage patrons during the display period. Display table setups should be un-supervised and passive in nature.
- Organizations are allowed to put out free promotional materials for patrons to pick-up. Raffles, drawings, or other prize giveaways are not permitted. Organizations are not allowed to collect information from patrons such as: names, contact information or any other personal information.
- Display Table guidelines MUST be non-partisan in nature, nor may it be a commercial advertisement, religious organizations, or items soliciting sales.
- Priority will be given to local non-profit organizations.

Those interested in setting up a display table must contact the Library's Administrative Assistant to coordinate this display.

Publicity

PWPL will provide exhibit publicity that is comparable to that provided for all Library programs and events. This may include: event calendar listing, quarterly newsletters, news releases, graphics for physical posters or handouts, graphics for social media and website publicity. This publicity will include the date of the artist reception.

Artists interested in creating their own publicity should coordinate that with Library Staff.

Receptions

An artist reception will be provided by the Library. Receptions will be coordinated once the exhibit is scheduled.

The Library will provide pre-packaged light refreshments. Should artists wish to include more extensive refreshments they must coordinate that with Library staff.

Any artists wishing to bring in music must clear that with PWPL staff.

Sales of Items

Items on exhibit in a PWPL gallery may be offered for sale, with prices established by the exhibitor/sponsoring organization. However, PWPL is unable to collect any sale revenues on behalf of the artist. Library staff will connect interested buyers with the artist, but artists must

conduct the transaction on their own. If an item is sold during the exhibit, it must remain on display throughout the scheduled exhibit.

Any donation from sales at the Library will be used to purchase items for the galleries. This includes pedestals, paint, lighting, hanging system replacements.

Loss or Damage of Exhibit Items

Each artist or group exhibiting at the library should complete an inventory of the items on exhibit as well as value of each item. Photos of items, a description with measurements and other relevant information can accompany this inventory.

Items on display are not covered by PWPL insurance. The PWPL cannot be responsible for loss, destruction or damage of items. Irreplaceable items or items of great value should not be included in exhibits or displays. The PWPL recommends that the exhibitor or sponsoring organization obtains insurance coverage for items placed on exhibit/display.

Cancelation

The Library Director and/or Board of Trustees reserves the right to suspend or cancel any exhibit should conditions warrant such action. If an exhibit is canceled, due to a booking error or another reason, the PWPL will make every effort to provide alternative dates for the exhibit as the schedule allows.

Request for Reconsideration

Persons who object to material exhibited at the Library may file a Request for Reconsideration with the Peter White Public Library. This process for this is covered in Library Policy: INFO – 1 Materials Selection Policy.

PWPL disclaimer

The exhibit/display at the PWPL does not mean that the library is endorsing the events, issues or items being exhibited.

Peter White Public Library Board of Trustees
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