

DISPLAYS AND EXHIBITS POLICY

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of library display and exhibit space shall conform to the Library Bill of Rights, which is incorporated in the library's materials selection policy.

PURPOSE

The library maintains display cases and exhibit space for the interest, information, and enlightenment of the entire community. Exhibits and displays mounted by the library staff, relating to aspects of library service or highlighting an area of the library collection, as well as displays mounted by the Friends of the Library or Library Foundation to promote their activities, have priority in reserving space.

Space is made available to Waukesha County non-profit community groups, as well as to individuals with collections that are of community-wide interest.

The following display/exhibit areas may be reserved:

- 1. The tall Display Unit located in the front lobby of the Library*
- 2. The low/flat Display Unit located near the Adult Fiction area on the upper level of the Library*
- 3. The Art Display area on the lower level of the Library*
- 4. Special Display areas within the Library as agreed upon by the Director*

Exhibits generally will relate to an aspect of library service or the library's collection, concern some aspect of local history, promote local organizations or events, be devoted to an issue of interest to the general public, or be of special interest to the young people using the children's area. Arrangements may also be made to display works of art.

LIABILITY

Individuals or organizations requesting use of a display cases or exhibit area will be required to fill out an Application for Exhibit Space as well as a Displays & Exhibit Release Form. This latter form releases the Library, its trustees, director, employees, volunteers and other agents from any and all liability and responsibility related to the exhibit including, but not limited to, loss, damage, theft or destruction to the items.

APPLICATION FOR USE

Applications will be accepted up to one year in advance of the date requested. Preference will be given to new displays. Special Display Area requesters may be required to submit a diagram and / or description of where the displayed items will be located.

Reservations will be approved on a first come, first served basis. Acceptability of an exhibit is at the discretion of the Library Director.

Due to tight schedules, each organization or individual must mount and dismantle its display at the appointed times. Library staff members are not available to assist the exhibitor with setting up or taking down the exhibit. Exhibit items cannot be stored in the Library before or after the exhibit.

Exhibit items that are not picked up from the library within 2 weeks of the last day of exhibit will be considered abandoned and will be disposed of by the staff of the library.

Display space may not be used to further private business interests by for-profit organizations or individuals.

PROMOTIONAL GUIDELINES

Name and contact information for the group or individual preparing the display shall be a part of the display. All advertisements, announcements, press releases, flyers, etc. relating to displays and exhibits must clearly state "This display is not sponsored by the Pewaukee Public Library". Each display will include a sign indicating that the display does not necessarily reflect the opinions of the Pewaukee Public Library Board of Trustees and staff.

The library reserves the right to limit or prohibit at any time the use of display or exhibit spaces which, in the judgment of the Library Director, represent a threat to the health or safety of library users, or the orderly use of the library, or could be offensive to individuals or groups.

Appeals and comments about this policy may be made to the Library Board in writing. Address such communications to:

Library Board of Trustees
Pewaukee Public Library
210 Main Street
Pewaukee, WI 53072

Approved by the Library Board of Trustees, April 21, 2005; Dennis Sampson, Library Board President

Revision approved by the Library Board of Trustees, March 16, 2011; Dawn Jones, Library Board President