

# **SUN PRAIRIE PUBLIC LIBRARY**

## ***DISPLAYS AND EXHIBITS POLICY***

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### **I. Purpose**

### **II. Availability of Space**

### **III. Scheduling**

### **IV. Guidelines for Displays and Exhibits**

### **V. Responsibility for Display and Exhibit Items**

#### **I. Purpose**

(A) As an educational and cultural institution, the Sun Prairie Public Library serves the community as a public forum for sharing ideas and information and encourages educational and cultural exhibits and displays of interest and enlightenment to the community.

(B) The library provides space for exhibits and displays, but does not advocate or endorse the viewpoints of exhibits or exhibitors.

(C) Religious and political exhibits and displays are permissible for informational purposes; displays which advocate for a single issue, specific candidates/parties and/or referendum/ballot initiatives will not be permitted.

#### **II. Availability of Space**

(A) Areas available to the public for displays and exhibits are:

1. Glass exhibit cases in the lobby
2. Glass exhibit case in the children's area for children only

#### **III. Scheduling**

(A) Displays and exhibits will generally be scheduled on a monthly basis. Arrangements for scheduling may be made through Adult Services (825-0902) or Youth Services (825-0903), depending on age-appropriateness.

(B) Requests that do not fall clearly within the following guidelines may be authorized by the library director if they are in the best interests of the library. Decisions of the director may be appealed to the Library Board of Trustees.

#### **IV. Guidelines for Display and Exhibits**

(A) Any material of general cultural and educational interest to the community may be exhibited. No items or services for sale may be exhibited or displayed.

(B) The library staff will not be responsible for setting up or taking down exhibits. Display cases will be locked and remain locked until the date the exhibitor is required to remove the contents.

(C) Library staff will, however, provide assistance with signage, moving glass shelving and display techniques.

(D) Items may not be taped, stapled, glued or in any other way fastened that would damage display cases or display areas.

## **V. Responsibility for Display and Exhibit Items**

(A) The library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk. A release must be signed by the exhibitor before any artifact may be placed in the library.

Adopted May 10, 2001

Amended November 16, 2006

**Sun Prairie Public Library Display and Exhibit Release**

In consideration of the privilege of exhibiting the following materials in the library, I release the library from responsibility for loss, damage, or destruction while these materials are in the possession of the library.

Name of Exhibitor: \_\_\_\_\_

Exhibit Location: \_\_\_\_\_

Exhibit Set-up Date: \_\_\_\_\_

Exhibit Removal Date: \_\_\_\_\_

Description of Exhibit: \_\_\_\_\_

Does this exhibit advocate a political candidate or position? \_\_\_\_\_

Items on Display

Estimate of Value

This exhibit \_\_\_ is insured. \_\_\_ is not insured.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_