

SUN PRAIRIE PUBLIC LIBRARY

DISPLAYS/EXHIBIT POLICY

I. Purpose

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

(B) The SP Library provides space for displays and exhibits; however, it does not advocate or endorse the viewpoints of exhibits or exhibitors.

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

II. Availability of Space

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
3. Empty walls on either side of the Renk Room and in the West Wing.

III. Approval and Scheduling

(A) Approval and scheduling of displays will be made through Adult Service (825-0902) or Youth Services (825-0701).

(B) Scheduling will generally be by calendar month.

(C) Displays and exhibits that do not fall clearly within this policy may be authorized by the library director and the Board President.

IV. Guidelines for Display and Exhibits

(A) Display/exhibit materials may not be for sale.

(B) The library staff will not be responsible for setting up or taking down exhibits. Display cases will remain locked until the date the exhibitor is required to remove the contents in order to ensure the integrity of the approved display.

(C) Library staff will provide assistance with signage and moving glass shelving.

(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

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

Amended: January 8, 2009

Amended: February 10, 2011

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: _____

Parent/guardian (if exhibitor is under 18 years of age)

Date: _____

Address: _____

Telephone: _____