

SUN PRAIRIE PUBLIC LIBRARY

DISPLAYS/EXHIBITS 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.
- D.** The library may host occasional shows with support of the Friends of the Sun Prairie Public Library. These shows will feature work chosen by the Art Coordinator and Guest Curator.

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.** Gallery rails on the wall space above holds/circulation area.

III. Approval and Scheduling

- A.** Approval and scheduling of displays will be made through Adult Services (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 or designee.
- D.** The Art Coordinator and Guest Curator will plan displays for the gallery rails by invite only.

IV. Guidelines for Displays and Exhibits

- A.** Display/exhibit materials may not be used to promote sales.
- B.** Unless otherwise arranged, 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 fastened in a way 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 Formatted: September 16, 2011 Amended: March 14, 2013 Amended: March 12, 2015
Reviewed: February 9, 2017 Amended: February 14, 2019 Amended: February 11, 2021*

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: _____