

Middleton Public Library
EXHIBIT & DISPLAY POLICY

- I. Purpose**
- II. Authority**
- III. Priorities and Guidelines**
- IV. Description of Space**
- V. Qualifying Conditions**
- VI. Booking**
- VII. Liability**

I. Purpose

- (A) The library wishes to provide for the public as many attractive, educational, and cultural exhibits as possible; therefore, interest shown by groups, organizations, schools, and individuals in using the library's exhibit space is welcome.
- (B) The primary function of the bulletin boards located in the lobby and vestibule of the library, and any other space designated for the display of public notices, is to provide information to library users about events or services of an educational, cultural, or community nature.

II. Authority

- (A) Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. These decisions of the Library Director may be appealed to the library board.

III. Priorities and Guidelines

- (A) Priority is given to tax-supported agencies and to community organizations with which the library carries out cooperative programs.
- (B) Notices and publications must be judged by the Library Director to be of interest to members of the Middleton community.
- (C) The following types of notices will not be displayed:
 - 1. Announcements of religious activities.

2. Those promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
 3. Posters, petitions, and the like that advocate a position on a public issue.
 4. Announcements or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by community service organizations.
 5. Announcements of advertisements by profit-making organizations.
 6. Announcements which publicize ongoing programs or series of programs except those of tax-supported institutions.
 7. Legal notices.
 8. Notices of merchandise or services for sale.
 9. Rental announcements.
 10. Lost pets.
- (D) Display items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space.
- (E) The appearance and content of the notice must be suitable for display in a public service area.

IV. Description of Space

- (A) A lighted, locked display case located in the lobby of the library is available for monthly bookings. Its dimensions are as follows: width, 11 feet, 2 inches; height, 5 feet; depth, 18 3/4 inches. The case has a fabric backboard suitable for mounting pictures, etc. Shelves are available for the space.
- (B) Picture rails are located on the walls of the main level of the library. Linear feet of picture rail space totals approximately 40 feet.
- (C) Free-standing exhibits may be displayed in areas of the library that do not interfere with library services, traffic patterns, or safety. These requests will be reviewed on a case-by-case basis by the Library Director.

- (D) Bulletin boards and pamphlet racks are located in the entry vestibule and throughout the building.

V. Qualifying Conditions

- (A) Exhibits must contribute to and not detract from the general appearance of the library facility.
- (B) Exhibits must not interfere with the general operation of regular library activities.
- (C) Information presented in exhibits shall be governed by the spirit of the library bill of rights and freedom of information concepts. The library does not advocate or endorse the viewpoints of exhibits or exhibitors.
- (D) No organization or individual shall be permitted to place in the library any receptacle for the purpose of soliciting donations, unless approved by the Library Director.
- (E) It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times. Assistance will not be provided by library staff.
- (F) The locked glass case imposes special requirements upon an exhibit. Therefore, planners of exhibits for this space should take care that the exhibit is visually interesting and the quantity and size of materials in the case is sufficient to offer the viewer an exhibit that is compelling and informative. Stapling of materials to the back of the exhibit case is not allowed. Materials may be affixed with thumbtacks or pins.
- (G) All publicity material relating to exhibits shall be submitted for approval by the library.
- (H) As a rule, it is generally not the business of library staff to act as a business or sales agent for items displayed. These restrictions do not apply to the Friends of the Middleton Public Library. Persons interested in rendering services from a posting or purchasing an item should contact the vendor or exhibitor directly.

VI. Booking

- (A) Reservations for exhibit space may be made through the Head of Circulation Services Librarian. Space will be allocated on a first-come, first-served basis.
- (B) Reservations for the lobby display case may be made up to two years in advance. The library will accept reservation for picture-rail exhibits and special exhibits up to one year in advance.

- (C) The library books the exhibit case for one month at a time. No group may exhibit more than once in a 12-month period. Picture rail exhibits may be booked for up to two months if scheduling allows.
- (D) All requests to post materials to the bulletin board must be submitted to library staff.

VII. Liability

- (A) The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library for exhibit are so placed at the owner's risk.
- (B) Bulletin board notices will not be posted for longer than three weeks. The library is unable to make arrangements for notices to be returned.

Adopted April 4, 2019