

## Middleton Public Library

### EXHIBIT POLICY

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#### I Introduction/Authority

- (A) The library wishes to provide for the public as many attractive, educational, and cultural exhibits as possible at the library; therefore, interest shown by groups, organizations, schools, and individuals in using the library's exhibition space is welcome.
- (B) The Library Director shall have, and is given, the authority to accept requests and to grant permission to set up exhibits. In the event of a negative decision regarding a proposed exhibit, the Library Board will hear an appeal for reconsideration.

#### II Description of Exhibit Space

- (A) A lighted, locked display case located in the lobby of the library is available for monthly bookings only. 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 rail has been attached to the walls of the browsing and children's area on the main level of the library. Linear feet of picture rail available: browsing area, 40 feet.
- (C) Free-standing exhibits may be displayed in areas of the library that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director.

#### III 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 necessarily 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. Only the Library Board, sitting in regular session, may make exception to this condition.
- (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) The Library Director shall have the final decision on the content and arrangement of all exhibits. The Library Director reserves the right to reject any part of an exhibit or to change the manner of display.
- (H) All publicity material relating to exhibits shall be submitted for approval by the library.
- (I) As a rule, it is generally not the business of library staff to act as a business or sales agent for items displayed, nor is it the purpose of the display case to serve as advertising for profit-making ventures. Items on exhibit which are available for purchase may not have prices noted. Exhibitors may display an explanation of the exhibit and provide contact information for interested persons. These restrictions do not apply to the Friends of the Middleton Public Library.

#### IV **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.

#### V **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) Individuals or representatives from a group or organization setting up an exhibit in the library are required to complete a "Library Exhibit Release Form."

Adopted June 18, 1974  
Amended October 9, 1975  
Amended January 12, 1993  
Amended November 9, 2004  
Amended November 11, 2012