

Middleton Public Library

EXHIBIT & DISPLAY POLICY

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

I. Purpose

(A) EXHIBIT

Exhibits are a method for presenting and interpreting a wide variety of visual material, such as photographs, artwork, sculpture, and other 2D and 3D material. Exhibits include, but are not limited to, displays, galleries, public art, murals, sculptures, or interpretive exhibits. They may be presented in physical spaces and/or online in a virtual environment. Exhibits can be developed by the Library, community organizations, or patrons.

The library wishes to provide for the public, a framework for the growth and development of exhibitions and collections in support of the Library's mission. It is the Library's goal to present a diverse Middleton community with artwork and exhibitions that reflect a wide range of views, expressions, opinions and interests. The Middleton Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights](#), the [Freedom to Read](#), and the [Freedom to View Statements](#) that support:

- i. Enhancing community appreciation of the arts
- ii. Presenting a variety of exhibitions by artists as well as exhibitions of an educational and/or historical significance
- iii. Providing opportunities for library visitors to encounter original artwork and increase their visual literacy
- iv. Helping local and regional artists to expand and deepen their impact, while remaining open to artists working on a national or international level

- v. Interest shown by groups, organizations, schools, and individuals in using the library's exhibit space is welcome.

(B) DISPLAY

The primary function of the bulletin boards, display case, and brochure racks 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 and Art Gallery Committee. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interest of the library.

III. Priorities and Guidelines

- (A) Priority is given to tax-supported agencies and to community organizations with which the library carries out cooperative programs, partnerships, and collaborations.
- (B) Guidelines for exhibit selections:
 - i. Suitability of subject, technique, and style for intended audience
 - ii. Appropriateness to special events, Library programs, anniversaries, holidays, etc.
 - iii. Historical or regional relevance
 - iv. Opportunity to promote the use of the Library and Library services
 - v. Contributor's record of previous exhibits
 - vi. Potential interest of viewers and the public
 - vii. Recency of previous Library exhibits by the same artist, lender, or organization
 - viii. Recency of previous Library exhibits of similar items or topics
 - ix. Encouragement of community dialogue
 - x. Exhibit material that will not be selected:
 - 1. Commercial exhibits
 - 2. Exhibits which feature material of an obscene nature or that violate laws.

- (C) The following types of notices will not be displayed:

- i. Announcements of religious activities.
- ii. Those promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
- iii. 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.
- iv. Announcements of advertisements by profit-making organizations.
- v. Announcements which publicize ongoing programs or series of programs except those of tax-supported institutions.
- vi. Legal notices.
- vii. Notices of merchandise or services for sale.
- viii. Rental announcements.
- ix. Lost pets.

IV. Description of Spaces

- (A) A lighted, locked display case located in the lobby of the library is width, 11 feet, 2 inches; height, 5 feet; depth, 18 3/4 inches. The case has a fabric backboard suitable for mounting pictures, etc with push pins. Shelves are available for the space.
- (B) Christensen Family Art Gallery offers 120 ft. of picture rails and located on the walls of the main level of the library. A variety of options are supported with hanging accessories.
- (C) Free-standing exhibits may be requested for display in areas of the library that do not interfere with library services, traffic patterns, or safety.
- (D) Bulletin boards and pamphlet racks are located in the entry vestibule and throughout the building for requested consideration.

V. Booking

- (A) Reservations for display space are made through the library. Space will be allocated on a first-come, first-served basis.
- (B) Reservations for the lobby display case may be made up to one year in advance.
- (C) The library typically books the exhibit case for one-two months at a time. Christensen Family Art Gallery exhibits may be booked for multiple months if

scheduling allows.

- (D) All requests to post materials to the bulletin board must be submitted to library staff.

VI. Publicity

- (A) The Library and Gallery Committee will promote the Art Gallery through community calendars, our website, social media and print materials distributed in the gallery. Artists will provide the Gallery Committee with photos of their work and grant permission for the gallery committee and library to display images of their work on the library website and social media. Artists are encouraged to advertise their exhibit in their own ways and venues.

VIII. Liability & Reconsideration of Exhibits

- (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) All exhibitors must sign an Exhibitor Agreement Form.
- (C) Patrons may not exercise censorship to restrict the freedom of others.
 - a. A formal process for handling exhibit challenges will be followed to assure that challenges are handled in an attentive and consistent manner.
 - b. No items are sequestered to control access during the review process.
 - c. Patrons requesting that an item be withdrawn from the collection may complete a "Reconsideration of Exhibit" form.

Adopted April 4, 2019
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