

## **POLICY: Displays and Art Exhibits**

### **Purpose**

The library maintains a display case and exhibit space for the interest, information, and enlightenment of the entire community. The library encourages artistic and cultural interests of the community by providing a showcase for art by community and area artists.

### **Qualifying uses**

The library's display case is made available to Delafield area non-profit community groups, as well as to individuals with collections of community-wide interest. Exhibits and displays mounted by the library staff, relating to aspects of library service or highlighting an area of the library collection, as well as displays mounted by the Friends of Delafield Public Library to promote their activities, have priority in reserving space. Non-library groups or individuals are not allowed to mount displays or exhibits in other areas of the library unless specifically invited by the library as part of a joint venture. Because of the library's relationship with the City of Delafield and its role as an information provider, informational displays about Delafield governmental issues or events may be given special treatment in terms of display timing or location.

Appropriate display case exhibits will generally concern some aspect of local history, promote local non-profit organizations or events, relate to an aspect of library service or the library's collection, be devoted to an issue of interest to the general public.

Hanging art is to be displayed on the art display wall in the library entry.

The Library Board subscribes to the tenets of the [Library Bill of Rights](#), which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of library display and exhibit space shall conform to the Library Bill of Rights, which is incorporated in the library's Collection Development Policy.

Religious and political exhibits and displays are permissible for informational purposes; displays which proselytize for a single point of view will not be permitted.

All displays must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.

Acceptability of an exhibit is at the discretion of the Library Director, whose decisions may be appealed to the Library Trustees.

Display space **may not** be used for:

1. A return engagement by an individual or group which has made any abuse of the facility in its earlier use or has violated any of the regulations set forth in this policy statement.
2. The furthering of private business interests by for-profit organizations or individuals. Displays may not involve the sale, advertisement, solicitation or promotion of commercial products. No statements may be posted about the availability of items for sale. The Library Director is authorized to make exceptions for sale of art display items where a portion of the proceeds is donated to the Library, the Friends of the Library or the Delafield Public Library and for sale of items displayed by performers at programs sponsored by any of the above-named groups.

Name and contact information for the group or individual preparing the display shall be a part of the display. Each display case exhibit and hanging art display will include a statement indicating that the display does not necessarily reflect the endorsement of the Delafield Public Library Board of Trustees and staff. The library will provide a small sign with this statement.

## **Scheduling**

Preference will be given to new displays. Groups and individuals are limited to one display each 18 months about their organization or concern. Individual artists may display their work in a single-artist exhibit once each 18 months as well as have their works included in any group exhibits during the same time period.

Reservations will be approved on a first come, first served basis. Reservations will be accepted up to one year in advance of the date requested. Scheduling by library staff will take into account the library's desire to provide a variety of subject matter and media.

## **Exhibitor's responsibilities**

The artist or person mounting a display is responsible for setting up his or her own display, arranging, and dismantling the exhibit. The library staff is not available to assist the exhibitor with setting up or taking down the exhibit.

All advertisements, announcements, press releases, flyers, etc. relating to displays and exhibits must clearly state "This display is not sponsored by the Delafield Public Library."

The library may, but is not obligated to, publicize an art display or display case exhibit as part of its routine public relations. The artist, group, or individual may also publicize an exhibit and is encouraged to do so. Placement of signs or

posters in the library building, other than in the library's pamphlet display racks or poster area is prohibited.

### **Library responsibility and rights**

The Library does not attempt to ensure that all points of view are represented in any single display. Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of statements made in any displays.

The library is not responsible for any loss, damage, destruction or theft of artworks or other object in an exhibit. All exhibitors are required to sign a form which releases the library from any responsibility or liability for items on display.

The library reserves the right to limit or prohibit at any time the use of display or exhibit spaces which, in the judgment of the Library Director or his or her designee, represent a threat to the health or safety of library users, or the orderly use of the library.

Any person or group using the Library's display or exhibit spaces hereby agrees to indemnify and hold harmless the Delafield Public Library from any and all actions or suits relating to its use of such spaces.

### **Additional information specific to hanging art exhibits**

The library determines the terms and conditions under which artwork will be accepted and displayed, the length of time it will be exhibited, the placement, hours of showing, and any other conditions affecting such a display. The Library Director is designated as the library board's representative in setting up the terms and conditions of any exhibit. The following policy statements also apply.

1. Assuming terms and conditions have been agreed on, artwork in sufficient quantity to constitute an exhibit will be accepted without judgment as to the artistic merit of the work. Single works do not constitute an exhibit.
2. Either the library or an individual/group may initiate an art exhibit. Unless initiated by the library, any costs associated with the exhibit will be borne by the artist(s). Examples of costs might include those associated with preparing materials for hanging, publicity, or a reception.
3. Artists may not display prices in the descriptive information about each work. Artists are encouraged to include a biographical/artistic statement about themselves and their work as part of the exhibit. This statement may include address and telephone number.
4. Art works must be hung (or installed) and taken down by the artist(s). The library has approximately 20 hangers and wire for using with the picture rail, and will furnish a reasonable number of pushpins for display of unframed work.

Framed works must be hung from the picture rail; hangers cannot be put through the wall covering.

5. Artwork may not be taped to walls or woodwork, or affixed in any manner other than that described above, unless permission has been obtained from the Library Director.

6. It is the responsibility of the artist, teacher, etc. to mat, frame or otherwise prepare any work for display. The artist is also responsible for any necessary maintenance to the artwork during the exhibit period (such as replacing hangers, name plates, etc.)

7. Minimum showing time will be one month; the library reserves the right to shorten the time but will do so only in special circumstances.

8. No modification of the library facility will be permitted for the installation of an exhibit.

Appeals and comments about this policy may be made to the Library Board in writing. Address such communications to:

Delafield Public Library Board of Trustees

500 Genesee St.

Delafield WI 53018

Adopted by Library Board Nov 9<sup>th</sup> 2010