

# PAULINE HAASS PUBLIC LIBRARY

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

Adopted by Library Board: June 17, 2009

### **Purpose**

The library maintains display cases 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 lobby display case is made available to Waukesha County 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 with the Library Director's permission by the Friends of Pauline Haass Library and the Pauline Haass Public Library Foundation, 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 Town of Lisbon and Village of Sussex, and its role as an information provider, informational displays about Lisbon and Sussex 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, or be of special interest to library users of various age groups.

Hanging art is to be displayed in the Quad/Graphics Room or, if the Library Director determines this is preferable, on the south wall of the Youth Services area.

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 Pauline Haass Public Library Foundation; 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 Pauline Haass Public Library Board of Trustees and staff. The library will provide a small sign with this statement.

### **Application and scheduling**

An application for reserving display space is attached to this policy and may be revised as needed by the Library Director without Board approval.

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. Applications 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 Pauline Haass 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, 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 Pauline Haass 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 provides hangers and chain or 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. This person 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 unusual circumstances.
  8. No modification of the library facility will be permitted for the installation of an exhibit.

**This policy includes two forms, which are attached at the end of the document: Application for Exhibit Space and Displays and Art Exhibits Release Form.**

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

Library Board of Trustees  
Pauline Haass Public Library  
N64 W23820 Main Street  
Sussex, WI 53089

This policy supercedes and makes inapplicable two previous policies:  
*Art Exhibits in the Library* and *Displays and Exhibits*

Adopted by the Library Board July 20, 2005  
Revised by Library Board June 17, 2009

Pauline Haass Public Library  
**Application for Exhibit Space**

In making this application, I attest that I have read and accept the Library's **Displays and Art Exhibits Policy**, of which this application is a part.

Name of individual making this application: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Best time to contact: \_\_\_\_\_

For organizations, give the group's name and describe the nature of your activities. Proof of non-profit status may be requested.

Organization name \_\_\_\_\_

Nature of the organization's activities \_\_\_\_\_  
\_\_\_\_\_

Describe the proposed display or exhibit (purpose, types of items to be included, subject matter and medium of any artwork, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Displays and exhibits are generally mounted for one month. Please list your first, second, and third choices for months.

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Please return this application to the library. A staff member will contact you to discuss scheduling a date. *Thank you!*

.....  
For staff use:

Approved by \_\_\_\_\_ (director) with the following stipulations: \_\_\_\_\_  
\_\_\_\_\_ date: \_\_\_\_\_

This application is part of the *Displays and Art Exhibits Policy*

Pauline Haass Public Library  
**Displays and Art Exhibits Release Form**

The undersigned hereby agrees to exhibit the items (the "Items") designated below at the Pauline Haass Public Library (the "Library") in accordance with the Library's **Displays and Art Exhibits Policy**. In consideration for the opportunity to exhibit the Items, the undersigned hereby releases the Library, its employees, officers, directors, volunteers and agents from any and all liability and responsibility related to the exhibit including, but not limited to, loss, damage, theft or destruction to the Items. Additionally, the undersigned acknowledges that he or she has read and is aware of the Library's **Displays and Art Exhibits Policy** and agrees to comply with its terms.

Exhibition location (Quad/Graphics Meeting Room, lobby display case, etc.)

\_\_\_\_\_

From (start date)\_\_\_\_\_ to (removal date)\_\_\_\_\_

Description and value of **all items** on display (attach list on additional sheet if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This display includes name and contact information for the individual or organization responsible for it.  *yes*  *no* (If no, this information must be supplied before display is ready to be viewed.)

Signature \_\_\_\_\_

Name (please print) \_\_\_\_\_

Title (if applicable) \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date \_\_\_\_\_

This form is part of the *Displays and Art Exhibits Policy*