

# **WARSAW COMMUNITY PUBLIC LIBRARY EXHIBITS/DISPLAYS AND HANDOUTS/BULLETIN BOARD GUIDELINES FOR COMMUNITY GROUPS/INDIVIDUALS**

Issue Date: 05/09/05

As part of its mission, the Warsaw Community Public Library is a forum for information and ideas to the community through displays, handouts, announcements, and exhibits provided from the library's own collection and/or services or through those of other non-profit organizations, community groups and individuals, and educational or governmental agencies. Though the Library may provide space, from time to time, for a display, handout, announcement or exhibit, this does not mean the Library endorses the activity and/or information. The uses made of these spaces will conform to the Library Bill of Rights included in WCPL's Patron Services Policies. Article I states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Article VI maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Due to space constraints, a limited amount of exhibit case and display area space is occasionally available for use by non-profit organizations, community groups, and educational or governmental agencies. The Library reserves the right to limit the size, the number of items, the schedule of any display, and the frequency with which the group or organization may have a display. All exhibits and displays are offered to the Library on a voluntary, non-fee basis. Displays of a commercial nature will not be accepted. Materials that constitute advertising for a business will not be accepted for any of the spaces.

In developing library exhibits, staff members should endeavor to present a broad spectrum of opinion and a variety of viewpoints. The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the Warsaw Community Public Library. A disclaimer stating that the library does not advocate or endorse the artistic expression, beliefs or viewpoints of topics, which may be the subject of library exhibits, will appear in the display area. Each display will prominently indicate who prepared it and who to contact for information.

The library reserves the right to reject any display or item, which, in the judgment of the director, is illegal or which may interfere with the normal operation of the library. The library will not censor or remove an exhibit because some members of the community may disagree with its content. Those who

object to the content of any exhibit held at the library will be able to submit their complaint and/or their own exhibit proposal to be judged according to the policies established by the library (e.g. reconsideration of library materials procedure.)

### **Exhibits/Displays**

The library limits access to exhibit space to groups and individuals from within the community served by the library or to displays of interest to the community served by the library.

The display should be related to the work of the eligible group.

All exhibits/displays are subject to the approval by assigned staff (e.g., Outreach Display Coordinator, Information Services Librarian, Library Director) and will be accepted or rejected in their sole discretion based on the exhibits'/displays' artistic, educational, cultural, intellectual, charitable activities, and/or informational merit.

Exhibits in the library will be viewed by individuals of all ages. The materials of the exhibits must therefore visually meet "a standard acceptable to the community."

All exhibitors must complete a display application and should check with the library for available dates. Applications for displays are made through the Community Outreach and/or Public Relations and/or Information Services areas and are on a first-come; first-served reservation basis for educational, artistic, informational and cultural displays and exhibits or as otherwise decided upon by the library.

All exhibitors must sign an 'Exhibit Release Form' freeing the library from any responsibility for loss, damage, or destruction of exhibited items while they are being displayed at the library. Regular library security will be given to the display; however the library provides no insurance.

Exhibitors are responsible for the setting up and dismantling of their exhibits/displays. Unless special arrangements have been made, items are normally kept on display for one calendar month. Displays in locked cases must be attractive and visible from all sides. It is required that all items exhibited remain in the library and on display for the length of the exhibit, regardless of whether one or more items may have been sold while on display. The Library Director shall have the right to discard or otherwise dispose of any exhibits/displays that are not dismantled and removed from the Library in a

timely fashion, and shall not, in such event, be responsible for the value of these discarded or disposed of items.

While the Library avoids canceling or suspending displays or exhibits, the Library reserves the right to do so if facilities are needed for library purposes.

Exhibitors are responsible for repair/replacement if the display case is damaged during set-up or removal of display items.

Exhibits/displays will be available to the public during regular library hours. Items on display may not be purchased in the library itself. No provision will be made for the taking of orders or for joining the organization that provides the display.

Exhibitors are responsible for all publicity material relating to the exhibits/displays, which shall be submitted for approval by the library. The name of the exhibitor and contact information must be prominently displayed on the exhibit. Publicity written by library staff will be done in consultation with the exhibitor and based on the information provided.

The Library Director must approve any exceptions to these guidelines.

### **Art Exhibits**

Several spaces have been defined within the library for hanging art exhibits. These spaces are specially designed for ease of hanging art, with little disruption to the interior walls. Spaces for sculpture within the library are at the discretion of the library. Artists should be aware that their artwork might be touched. Individual artists who wish to exhibit their artwork must submit slides or photos of artwork to be hung or displayed prior to receiving approval. The library reserves the right to make the final selection on what shall be displayed. Exhibits will be scheduled at the discretion of the Outreach Arts Coordinator. Prices may not be displayed for items being exhibited. Interested patrons will need to contact the artist to make arrangements for making a purchase off the library premises.

The Warsaw Community Public Library accepts no liability for loss or damage for artwork either while being transported to and from the library, packed or unpacked, or exhibited in the library. The artist understands that his/her work will often be unsupervised, and that the building is open to all members of the community. The artist agrees to hold WCPL harmless from any damage or loss due to theft, vandalism, fire, water, wind, damage from visitors to the space or other calamity while the work is on exhibit at the library (see required agreement.)

The artist understands that insurance to protect his/her work is not available and thus not carried by the library while the work is in the care of and on exhibit at the library. Any insurance carried on this work shall be paid for and carried by the artist if the artist so chooses.

### **Handouts and Bulletin Boards**

The Library acts as a distribution point for handout materials for public awareness from non-profit groups, community groups and educational or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are made available for such handouts. Handouts of a commercial nature are not typically accepted unless there is a strong education or informational connection.

The Library, at its discretion, will provide reasonable space for announcements and notices of programs and activities of public interest sponsored by non-profit civic, cultural, and educational groups through bulletin board space. Final authority for all handouts and bulletin board announcements rests with the Library. The Library reserves the right to remove inappropriate and/or unapproved items from the bulletin boards at any time, as well as outdated items and those that have been posted in excess of established time limits.

Warsaw Community Public Library items will take precedence over all other items for display on the WCPL Bulletin boards. The next highest priority is then given to local government and community groups and organizations. Items displayed on the WCPL Bulletin Board:

- Shall be Announcements NOT advertisements.
- Shall be Educational or cultural in nature
- Shall be of interest for this community
- Shall be sponsored by non-profit organizations
- Shall identify the sponsoring group or organization
- Shall include a way to contact the sponsoring group or organization
- Shall be no larger than 11" x 17"
- Shall be done in good taste (i.e. inoffensive to children; the bulletin boards are located where children pass by them constantly)
- Shall not include tear-offs
- Shall not include handout pamphlets, etc.
- Shall be signed and dated by the WCPL Public Relations Associate indicating approval for display
- Shall be displayed for a two week time period
- Shall be taken down as soon as possible following the event.

The Library does not allow petitioning, solicitation, distribution of literature or leaflets, canvassing or similar types of appeals by members of the public within the facility. Failure to comply will result in expulsion from the facility. No activity shall be permitted on the library premises, which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library. Groups or individuals who wish to petition, canvass or distribute literature to the public outside of the building may not impede access by the public to the facility or interfere with the use of the facility.

**Sample Public Library Display and Exhibit Release**

I, the undersigned, hereby lend the following works of art or other material to the Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Library.

Exhibition to be held in the \_\_\_\_\_

during \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_