

POLICY TITLE: Public Display Areas

ADOPTION/LAST REVISION: Adopted 7-10-90, Revised 5-10-94, Revised 5/13/03 Revised 6/14/05, Revised 3/20/18

### **A. Purpose**

The Everett Roehl Marshfield Public Library schedules non-commercial exhibits and displays which are designed as expressions of culture, have educational or civic value and promote the use of the library.

### **B. Areas available**

Areas available to the public for display are:

- 1) Hamilton Roddis Foundation Display Cabinet #1: Sections 1, 2, 3
- 2) Hamilton Roddis Foundation Display Cabinet #2: Sections 1, 2, 3
- 3) Designated bulletin board areas (reserved for short announcements) in East Vestibule

### **C. Application for exhibit**

- Application for exhibit space (numbers 1 and 2 above) must be made in writing through the Adult Services Librarian.
- The application should describe the proposed exhibit and what space is needed.
- Contingent upon application approval by the Library Director or designee, space will be allocated as available.

### **D. Bulletin board area**

- Items for the bulletin board area must be approved by the Adult Services Librarian or designee, before the announcement/poster can be affixed to the wall.
- Only library staff will affix items.
- Due to limited space, priority will be given to local announcements.
- Items will not be held for return and the library is not responsible for the theft or damage to any poster, notice or announcement.
- Library staff will remove outdated materials.
- Normally, materials will not be displayed for more than two weeks.

### **E. General rules**

- Displays are accepted at the discretion of the Adult Services Librarian and/or the Library Director. The library reserves the right to reject any part of an exhibit which does not fulfill the stated purpose of public displays.
- The Library has the right to review the materials and to change the manner of display before the exhibit is set up. Any subsequent changes must be approved by the Library Director.
- The library will not accept displays, exhibits, posters, etc. which are illegal, obscene, offensive or

inappropriate for a public library setting (i.e. one that is free and open to persons of all ages).

- Exhibits/displays of a polemic or discriminatory nature will be refused.
- With the exception of bulletin board materials, the sponsoring group or individual is responsible for creating the display, setting it up according to schedule, and removing it before the next scheduled display or exhibit.
- Exhibits will normally be scheduled for up to a four-week period (depending upon space availability). Exceptions shall be approved by the Library Director.
- Each display will have a card indicating who prepared it and whom to contact for information.
- Any publicity materials relating to exhibits shall be submitted for approval by the library director.
- A schedule of exhibits will be posted on the library website events calendar.
- The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the Everett Roehl Marshfield Public Library. A disclaimer so stating shall appear in the display area.
- All exhibits are at the risk of the person or agency whose materials are being displayed.

**Everett Roehl Marshfield Public Library Application for Exhibit**

I, the undersigned, hereby lend the following works of art or other materials to the Everett Roehl Marshfield Public Library for exhibit purposes only. I am responsible for setting up and dismantling the display in a timely manner. In consideration of the privilege of exhibiting these works or materials in the Everett Roehl Marshfield Public Library, I hereby release the Everett Roehl Marshfield Public Library, the City of Marshfield and their officers, agents, and employees, acting officially or otherwise from any and all claims, demands, actions or causes of action arising from the display, loss or damage of said works or materials while they are exhibited at the Everett Roehl Marshfield Public Library.

Sponsoring Organization or Individual: \_\_\_\_\_

Display Title: \_\_\_\_\_

Description of the exhibit and materials loaned

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

The following areas are available for display use. Please choose those you would prefer pending availability. Both are tall glass display cases with three locking glass doors across the front. Items can be displayed the full width of the case or just individual Sections may be booked. There are three adjustable shelves in each section.

\_\_\_\_\_ **Hamilton Roddis Foundation Display Cabinet # 1**, (93”h x 118”w x 27”d) North or on your left. Each case has three 3 foot wide sections that may be booked.

\_\_\_\_ Section #1    \_\_\_\_ Section #2,    \_\_\_\_ Section #3    Please place an X on each sections you want. You may take all three.

\_\_\_\_\_ **Hamilton Roddis Foundation Display Cabinet # 2**, (93”h x 120”w x 26”d) South or on your right. Each case has three 3 foot wide sections that may be booked.

\_\_\_\_ Section #1    \_\_\_\_ Section #2    \_\_\_\_ Section #3    Please place an X on each section you want. You may take all three.

Adjustable shelves are 35”w x 20”d.    The cabinet dimensions are: 7’ 9”h x 9’10”w x 2’ 3”d in feet.

Please number your top three date preferences subject to availability.

\_\_\_\_ January    \_\_\_\_ April    \_\_\_\_ July    \_\_\_\_ October    \_\_\_\_ Any  
\_\_\_\_ February    \_\_\_\_ May    \_\_\_\_ August    \_\_\_\_ November  
\_\_\_\_ March    \_\_\_\_ June    \_\_\_\_ September    \_\_\_\_ December

I acknowledge that the Everett Roehl Marshfield Public Library has the right to preview either a sampling or the entire collection of materials to be included in the exhibit and that the Everett Roehl Marshfield Public Library also reserves the right to reject any part of an exhibit or to change the manner of display consistent with its public display policy.

An itemized list of materials loaned to the Library should be attached to this release.

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Sign & Date: \_\_\_\_\_

Approved by/ Date: \_\_\_\_\_