

## WAUKESHA PUBLIC LIBRARY

### POLICY: **PUBLIC DISPLAY AND EXHIBIT SPACE**

Approved by the Library Board ~~10/14/10~~ 10/13/16

Number: B-3

Page: 1 of 2

The Library maintains display and exhibit space for the interest, information, and enlightenment of the entire community. Space is made available to Waukesha County non-profit community groups, as well as to individuals with collections of community-wide interest, subject to policies established by the Waukesha Public Library Board of Trustees.

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 Materials Selection Policy (D-1).

Public exhibit space may include:

1. The Community Room is available to display works of art from local and regional organizations. See Addendum 1.
2. Display panels in the Teen Zone are available for the display of art from local middle school and high school art classes or clubs. See Addendum 2.
3. The Children's area offers gallery display space for artwork and creative writing of preschool and elementary school-aged children in Waukesha public and private schools, daycare and nursery schools, as well as homeschool groups. See Addendum 3.
4. A first floor community art space is available to individual artists or groups of artists interested in exhibiting two dimensional works of art. The collection, to be coordinated by the Library's Public Art Committee seeks to: present a variety of works by local artists, help local artists increase their public exposure, and promote art through Waukesha City and County. See Addendum 4.

The Library will promote the availability of display and exhibit space, and invite interested parties to make use of these spaces. Reservations will be approved on a first-come, first-served basis. ~~The length of time allowed for a display is determined by demand.~~ Exhibits will remain on display for a minimum of one month, but the time frame may be extended depending on the availability of the space. Applications will be accepted up to one year in advance.

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Number: B-3

Page: 2 of 2

#### Additional Information:

1. Each organization must mount and dismantle its display at the pre-determined time. It is the responsibility of the sponsoring organization to set up and remove their display. The library will not be responsible for storing display or exhibit materials that are not picked up by the agreed-upon time.
2. Display space may not be used for:
  - a. A return engagement by an individual or group that has damaged or abused the display case or facility in the past, or has violated any of the regulations set forth in this policy.
  - b. The furthering of private business interests for-profit organizations or individuals.
3. Items displayed by minors may be labeled with the exhibitor's first name, grade level and school only.
4. All displays must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy.
5. Waukesha Public Library assumes no responsibility for theft, loss, damage or destruction of items left for display.
6. Permission to photograph and reproduce any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.
7. If the artist wishes to have an opening reception, he/she may make arrangements to reserve the first floor community room, or for a Children's exhibit, the Children's programming area. The artist will be responsible for providing any publicity and/or refreshments. No alcohol is permitted.
8. For and in consideration of the use of the display and exhibit spaces, any person or group using same hereby agrees to indemnify and hold harmless the Waukesha Public Library from any and all actions or suits relating to its use of such spaces.
9. The Library reserves the right to limit or prohibit at any time the use of display and exhibit spaces which represent a threat to the health or safety of library users, or that may infringe upon the orderly and safe use of the library.

## WAUKESHA PUBLIC LIBRARY

POLICY: **PUBLIC DISPLAY AND EXHIBIT SPACE**

Approved by the Library Board ~~10/14/10~~ 10/13/16

Number: B-3

Page: 3 of 2

Appeals and comments about this policy should be submitted to the Library Board in writing. Address communications to:

Waukesha Public Library Board President  
321 Wisconsin Avenue  
Waukesha, WI 53186

## WAUKESHA PUBLIC LIBRARY

### POLICY: **PUBLIC DISPLAY AND EXHIBIT SPACE**

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Addendum 1

### **Addendum 1**

#### **Guidelines for Displays in the Community Meeting Room**

Waukesha Public Library offers a gallery wall in the first floor Community Meeting Room to display two dimensional works of art from local and regional organizations. The wall is on the east side of the meeting room. The display area measures approximately 21 feet in length; a display system is in place.

The following guidelines will be observed:

- Application forms are available at the adult information services desk, on the Library's website, or you may call the Library's Administrative Assistant at 262-524-3694 for further information. Applications will include a description of the type of display or exhibit planned.
- Reservations will be approved on a first-come, first-served basis. The length of time allowed for a display is determined by demand. Applications will be accepted up to one year in advance of the date(s) requested.
- The display space is only available to sponsoring groups or schools, not individuals.
- All advertisements, announcements, press releases, flyers, etc. relating to displays and exhibits must clearly state that the display is not sponsored by the Waukesha Public Library or Library Board. Displays will clearly indicate that they do not necessarily reflect the opinions of the Waukesha Public Library Board of Trustees and staff, or the administration of the City of Waukesha.
- The Library's Head of Program Development & Community Engagement will review and approve all applications and notify the applicant of his/her decision.

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Number: B-3

Addendum 2

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#### **Guidelines for Displays in the Teen Zone**

Display panels in the Teen Zone are available for the display of two dimensional artwork created by local middle school and high school art classes or clubs. There are six fabric display panels measuring 48" x 48".

The following guidelines will be observed:

- Application forms are available at the adult information services desk, on the Library's website, or you may call the Library's Teen Librarian at 262-524-3682 for further information. Applications will include a description of the type of display or exhibit planned.
- Reservations will be approved on a first-come, first-served basis. The length of time allowed for a display is determined by demand. Applications will be accepted up to one year in advance of the date(s) requested.
- The display space is only available to sponsoring groups or schools, not individuals.
- All advertisements, announcements, press releases, flyers, etc. relating to displays and exhibits must clearly state that the display is not sponsored by the Waukesha Public Library or Library Board. Displays will clearly indicate that they do not necessarily reflect the opinions of the Waukesha Public Library Board of Trustees and staff, or the administration of the City of Waukesha.
- The Library's Information and Adult Services Manager will review and approve all applications and notify the applicant of his/her decision.

## WAUKESHA PUBLIC LIBRARY

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Addendum 3

### **Addendum 3**

#### **Guidelines for Displays in the Children's Area**

The Waukesha Public Library is pleased to offer gallery space for the artwork and creative writing of area children. Display space is available to children in Waukesha public and private elementary schools and day cares as well as home school groups. (For information on displays of art by teens please contact the Adult Information Services desk 262-524-3682.)

- Application forms are available at the Children's desk, on the Library's website, or you may call 262-524-3692 for further information. Applications will include a description of the type of display or exhibit planned.
- The display space is only available to sponsoring groups or schools, not individuals.
- It is the responsibility of the school or sponsoring group to set up and take down their displays
- The time period for the display will be determined by demand. A minimum of three weeks will be allowed for each school or group.
- Our display galleries accommodate two dimensional art and single sheet creative writing.
- The Library offers an electronic display screen with PowerPoint capability for the display of three dimensional artwork. It is located on the bridge kiosk near the Children's area. PowerPoint presentations must be compatible with the library's equipment.
- We would like to have each child receive recognition for their creative work. However, due to safety and privacy concerns, please label each creative piece with the **child's first name only**. The child's age or grade may also be included.
- Please note that the Waukesha Public Library is not responsible for any lost or damaged artwork or writing.
- The entire gallery space does not have to be used. The group may choose the number of displays that are needed.
- If schedules allow, the Library would be pleased to hold a Gallery Opening Gala where family, friends, and school staff can come to admire the works and discuss them with the young artists and writers.
- All advertisements, announcements, press releases, flyers, etc. relating to displays and exhibits must clearly state that the display is not sponsored by the Waukesha Public Library or Library Board. Displays will clearly indicate that they

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Number: B-3

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do not necessarily reflect the opinions of the Waukesha Public Library Board of Trustees and staff, or the administration of the City of Waukesha.

- The Children's Services Manager will review and approve all applications and notify the applicant of his/her decision.

### **Display Measurements in the Children's Area**

Green Wall: Located at the east end of the Children's room. The wall measures 23 ft. 4 in. wide and 6 ft. 10 in. high. Approximately 41 art pieces were displayed during the first exhibit.

Preteen area: Located in the northwest section of the Children's room, near the booths and internet computers. The display area measures 32 ft. in length. Approximately 37 art pieces were displayed during the first exhibit.

Programming Area: Located in the storytime and performance room. The display area measures 24 ft. in length. Approximately 37 art pieces were displayed during the first exhibit.

Slat Wall (Creative Writing Area): Located along the walkway to 321 Alphabet Square – Early Childhood play area. The wall measures 20 ft. wide and 6 ft. high. Approximately 35 creative writing pieces were displayed during the first exhibit.

### **PowerPoint Guidelines**

In order to have slides display correctly on the library's kiosk screen, please change the slides from the standard 10 inches wide by 7.5 inches high to a custom size measuring 22.5 inches wide by 14 inches high. Save your presentation in the Office 2003 format (.ppt), in landscape orientation. Please do not use Office 2007 or Office 2010 (.pptx.)

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Number: B-3

Addendum 4

#### **Addendum 4**

#### **Guidelines for Community Art Space**

Waukesha Public Library offers a gallery wall on the first floor for Waukesha County artists to display their work. The wall is on the west side of the building, north of the public computing area. The display area measures approximately 32 feet in length; a display system is in place.

The following guidelines will be observed:

- Individual artists or groups of artists may apply to display two dimensional works of art
- Application forms are available at the adult information services desk, on the Library's website, or you may call the Library's Administrative Assistant at 262-524-3694 for further information.
- A sub-committee of the Library's Public Art Committee will meet periodically to review applications. Art must be accepted for display by this group. The sub-committee shall decide on the suitability of any art, its framing or preparation for hanging, and any visual or written material that might accompany the exhibit.
- The sub-committee seeks to satisfy the following objectives in selecting and developing exhibitions: present a variety of works by local artists, help local artists increase their public exposure, and promote art through Waukesha City and County.
- The sub-committee will consider a wide-range of artistic expression in deciding on potential exhibitors. However, in deciding the suitability of any work, the sub-committee is mindful that all segments of the community and all age groups use the display area.
- Once an artist or group is accepted by the sub-committee, a display schedule will be set based on the application date. Any artist or group not ready to display at that time will need to reapply.
- All art must be suitable for hanging. Displays will be mounted and dismantled by the artist or group of artists. Due to tight schedules, this must be done at the pre-determined time. The Library will not be responsible for materials not picked up by the agreed upon time.
- ~~The exhibit will remain on display a minimum of one month, but may be extended depending on the demand for the space.~~ Exhibits will remain on display for a minimum of one month, but the time frame may be extended depending on



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Addendum 4

**the availability of the space.** An artist or group is limited to a single display in a twelve month period.

- Name and contact information for the group or artist(s) mounting the display must be part of the display. A wall-mounted 8 ½ x 11 acrylic frame is available for this purpose.
- Displays will clearly indicate that they do not necessarily reflect the opinions of the Waukesha Public Library Board of Trustees and staff, or the administration of the City of Waukesha.



# WAUKESHA PUBLIC LIBRARY

321 WISCONSIN AVENUE  
WAUKESHA, WISCONSIN 53186-4713  
TELEPHONE 262/524-3680 FAX 262/524-3677

Grant C. Lynch, Executive Director

glynch@waukesha.lib.wi.us

## APPLICATION FOR GALLERY SPACE

**PLEASE PRINT**

Date of Application: \_\_\_\_\_

PLEASE CHOOSE ONE:

☐ Community Meeting Room ☐ Teen Zone ☐ Children's Area ☐ Community Art Space

## CONTACT INFORMATION

Name of artist or group: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Description of artwork to be displayed: \_\_\_\_\_

I have received and read Waukesha Public Library Policy B-3, Public Display and Exhibit Space. I understand that if accepted, I agree to have my artwork ready for display when scheduled and that the Waukesha Public Library is not liable for any damage to, or loss of, any items that I am exhibiting in the library. I also understand that the Library will not be responsible for materials not picked up by the agreed upon time.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Approved: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Applicant asked to supply exhibit: (date/time): \_\_\_\_\_

Applicant asked to remove exhibit: (date/time): \_\_\_\_\_

Applicant notified: \_\_\_\_\_

