

POLICY TITLE: Public Display Areas

ADOPTION/LAST REVISION: Adopted 7/10/90, Revised 5/10/94, 5/13/03, 6/14/05, 3/20/18, 2/16/21

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
- 2) Hamilton Roddis Foundation Display Cabinet #2
- 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) should be made in writing at the Adult Services Reference Desk.
- 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 Circulation Services Manager 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 and displayed no more than two weeks prior to the event.
- 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- Library staff will remove outdated materials.

E. General rules

- Displays are accepted at the discretion of 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 to 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 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.

_____ **Hamilton Roddis Foundation Display Cabinet # 2**, (93" h x 120" w x 26" d) South or on your right

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:

For Staff Use Only

Approved by _____ Date: _____