

## **WAUKESHA PUBLIC LIBRARY**

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

Approved by the Library Board: 3/9/23

Number: B-3

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

The Waukesha Public Library is pleased to offer display 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. Display and Exhibit space on the first floor of the Library is limited to promotional pieces for internal programs

- 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 groups or schools, not individuals.
- It is the responsibility of the school or 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 and three dimensional art.
- 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.
- The entire gallery space does not have to be used. The group may choose the number of displays that are needed.
- 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 Community Engagement Manager will review and approve all applications and notify the applicant of his/her decision.

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

Back Display 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 can be displayed in this space.

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Northwest Display Wall: Located in the northwest section of the Children's room, near the booths. The display area measures 32 ft. in length. Approximately 37 art pieces can be displayed in this space..

Programming Area: Located in the storytime and performance room. The display area measures 24 ft. in length. Approximately 37 art pieces can be displayed in the space.

Slat Wall: Located along the walkway to 321 Alphabet Square – Early Childhood play area. The wall measures 20 ft. wide and 6 ft. high.



## WAUKESHA PUBLIC LIBRARY

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

Bruce Gay, Executive Director

bgay@waukesha-wi.org

### APPLICATION FOR DISPLAY SPACE IN THE CHILDREN'S AREA

#### PLEASE PRINT

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

#### 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: \_\_\_\_\_