

## WAUKESHA PUBLIC LIBRARY

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

Approved by the Library Board: 9/12/24

Number: B-3

As part of our mission to champion the power of reading and learning to enrich, empower, and engage all in our community, Waukesha Public Library welcomes exhibits and displays providing interest, information, and enlightenment to the community.

### **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.

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### **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.

**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.



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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: \_\_\_\_\_

## Display Case Policy

The Library has two display cases available for a one-month reservation. To reserve these display cases an application must be completed. The display consists of two lockable, glass-enclosed cabinets with internal measurements: 35" wide x 75" tall x 10" deep. There is a combination of 10 shelves total.

A request for reservation implies that both cases will be used to exhibit. Scheduling is determined by a panel of the Administrative Team and Chair of the Public Art Committee as time and space permit.

- Guidelines:
  - Primary use of the display cases is reserved for Waukesha Public Library. When not in use by the Library, the cases are available for non-profit and noncommercial exhibits or collections.
  - Individuals and community organizations may use the display cases for presentations of an educational, civic, cultural or artistic nature.
  
- Parameters:
  - The name of the organization or individual must be included in the display.
  - No display materials may be left anywhere in the Library in preparation for the setting up or removal of a display.
  - The Library is not in any way involved in the sale of any exhibit item. No prices or price list are to appear with the exhibit, nor will Library staff give any indication of an item's value.
  - The Library assumes no liability in the event of damage, destruction or theft of a display.
  - Use of display cases is intended for patrons of Waukesha Public Library with library cards in good standing.
  - Approval of a display does not constitute Library sponsorship of an organization, endorsement of a particular point of view, or support of the activities promoted by an organization or individual.
  - Groups or individuals shall not display harassing, defamatory, or threatening messages or graphics which may reasonably be construed as obscene as defined by the law. The Library reserves the right to determine the acceptability of the content and appearance a display.
  
- Set Up and Removal:
  - Placement and removal of exhibits will be the responsibility of the exhibitors and may be conducted only during regular library hours.

- Groups must have their display completed by the first week of the month and taken down before the end of the month.
- Set up and removal must take place in as concise a time as possible.
- Reservations:
  - Reservations will be accepted by completing the “Public Display Case Reservation Request Form” up to 12 months in advance on a first-come first-served basis.
  - A panel of the Administrative Team and Chair of the Public Art Committee will review all applications and make a recommendation to the Library Director. Final approval rests with the Library Director.
  - Groups or individuals may only exhibit once a year to give fair and equitable access.
  - Any group not adhering to the provisions set forth in this policy will have their display removed and will be denied use of the display cases in the future.
  - Exceptions to these regulations may be considered and are at the discretion of the Library Director.

Public Display Case Reservation Request Form (Available online only)

Name of Group/Individual: \_\_\_\_\_

Address:      Phone:      Organization (if applicable )

Briefly describe the nature and purpose of the display

Please mark your first and second preference for when you’d like to reserve the cases:

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

*I have read, understand and agree to abide by Waukesha Public Library Policy B-3: Public Display and Exhibit Space. I agree to assume responsibility for the display and to ensure that it is set up and removed on time.*

Signature of Liaison/Sponsor:                      Date:

Please contact the Library with any questions.