

STOUGHTON PUBLIC LIBRARY
EXHIBIT POLICY

I Purpose

In order to provide as many attractive, educational and cultural exhibits as possible at the library for the benefit of the community, the library provides exhibition space for community groups, organizations, schools and individuals.

II. Description of Exhibit Space

- A. A locked display case is available for monthly bookings only.
- B. Picture rail is available for scheduled exhibits. Free-standing exhibits may be displayed in areas of the library that do not interfere with library services or traffic patterns. These requests will be reviewed on a case-by-case basis by the Library Director

III. Guidelines

- A. Exhibits must contribute to the general appearance of the library facility.
- B. Exhibits must not interfere with the general operation of regular library activities.
- C. Information presented in exhibits shall be governed by the spirit of the library bill of rights and freedom of information concepts.
- D. The library does not advocate or necessarily endorse the viewpoints of exhibits or exhibitors.
- E. It is the responsibility of the exhibitor to set up and remove the exhibits at scheduled times.
- F. The Library Director shall accept requests and grant permission to set up exhibits.
- G. The Library Director has the final decision on the content and arrangement of all exhibits.
- H. All publicity material relating to exhibits shall be submitted to the Library Director for approval.
- I. Items on exhibit which are available for purchase may not have prices noted. Exhibitors may display an explanation of the exhibit and provide contact

information for interested persons. These restrictions do not apply to the Friends of the Stoughton Public Library.

- J. No organizations or individuals shall be permitted to place in the library any receptacle for the purpose of soliciting donations.

IV. Booking

- A. Reservations for exhibit space may be made through the Clerical Assistant during a posted schedule of hours Monday through Friday. Space will be allocated on a first-come, first-served basis.
- B. Reservations for the exhibit space may be made up to one year in advance.

V. Review and Appeal

Any group or individual who is refused permission to use the exhibit space, or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

VI. Disclaimers

- C. The library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited.
- D. Individuals or representatives from a group or organization setting up an exhibit in the library are required to complete a "Library Exhibit Release Form" a sample of which follows.

Adopted: November 8, 2001

Amended: January 8, 2004

Amended: July 13, 2005

Stoughton Public Library

EXHIBIT REQUEST AND RELEASE FORM

I, the undersigned, hereby lend the following works of art or other materials to the Stoughton Public Library for exhibit purposes only.

In consideration of the privilege of exhibiting these items in the library, I hereby release the Stoughton Public Library from responsibility of loss, damage, or destruction while they are in the possession of the library.

I also understand that it is my responsibility to set up and take down the exhibit at the agreed-upon times.

Signature of requestor: _____ Date _____

Requested dates of exhibition: _____

Description of exhibit: _____

Exhibit Space Requested: _____
(A separate sheet may be attached to this form.)

Date request submitted: _____

Name of organization: _____

Address: _____ Telephone: _____

Library Review of Request

_____ Approved

_____ Approved as modified: _____

_____ Not approved

Approved/Director signature: _____ Date _____

Adopted 1/08/04

Amended: July 13, 2005