

# **River Falls Public Library**

## **Exhibit Policy**

Approved: 9/8/2003, Amended 12/2009, 8/2010, 5/2012, 1/2017

---

The development of this statement of policy by the River Falls Public Library Board of Trustees is in recognition of the need for guiding rules or principles which can be followed in deciding actions to be taken when various problems are made known to it. The rules, regulations, statements and procedures set forth in this policy are not final answers to every or any given problem and must be studied and interpreted in terms of the changing needs of the River Falls Public Library service area. This policy will be in support of article six of the American Library Association Bill of Rights:

"Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Adopted January 23, 1980 by ALA Council).

The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the River Falls Public Library. A disclaimer so stating shall appear in the display area. Each display will have a card indicating who prepared it and who to contact for information.

### **EXHIBITS**

As an educational and cultural institution the River Falls Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Library Board reserves the right to reject any display or item.

Exhibits will be scheduled up to a year in advance by the Adult Services & Circulation Librarian, Event Coordinator and/or Library Director. They will also make decisions regarding acceptability and appropriateness of exhibits when necessary.

The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

Areas available to the public for displays and exhibits are: the glass display cases in the Collins Community Room, the Kleinpell Gallery space on the west end of the lower level, the display cases on the main level and certain occasions, the Community Room itself.

The utilization of exhibit space by any group or individual shall not imply endorsement or approval by the River Falls Public Library. A disclaimer so stating shall appear in the display area. Each display will have a card indicating who prepared it and who to contact for information.

The following conditions will apply:

- The exhibit areas may be reserved for use by educational, cultural, civic, and governmental groups when no admission charge is made.
- Organizations or individuals sponsoring an educational program of a non-profit nature will be permitted to use the exhibit areas, provided such exhibits are open freely to the general public.
- Purely commercial use of the exhibit space is prohibited.
- The River Falls Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. All children under 10 years of age attending exhibits shall be accompanied by an adult.

- Each individual or group will be required to complete a release form, kept at the Reference Desk. Reservations may be taken up to 12 months in advance, and are booked at a first-come, first serve basis. No exhibit may be on display for a period exceeding 60 days and no group may reserve exhibit space more than twice in one calendar year without prior approval by the library administration. Cancellations must be received in writing one week in advance. The Library Director may restrict viewing hours for special exhibits.
- All handiwork shall be submitted ready for exhibit. The Library will not furnish construction paper, letters, or other supplies. Adhesives may not be applied to the walls.
- The Library staff will not provide assistance in setting up or taking down displays. People and organizations using the facilities shall leave it neat, clean, and in orderly condition.
- Groups will remove displays at the agreed time.

Art work on display at the library may be listed for sale under the following conditions:

1. All sales are to be handled directly by the artist or the artist's agent off library grounds.
2. Any work of art that is purchased will remain on display until showing period is passed. (until scheduled end date of the show.)

Art work not picked up within 30 days following the conclusion of a display will be considered a donation to the River Falls Public Library.

### **REQUEST FOR RECONSIDERATION**

Materials will not be proscribed because of partisan or doctrinal disapproval. The Library will not censor or remove a display, exhibit, or item because some members of the community may disagree with its content. Individuals who object to a particular display, exhibit, or item should complete a "Request for a Reconsideration" form. Requests for reconsideration will be answered in writing by the River Falls Public Library administrative staff. Should a complainant wish to pursue the complaint, he/she may request a hearing by the Library Director, Event Coordinator, and Board president. If the complainant wishes to appeal the decision of this committee, he/she may address the full Library Board at its regular meeting. All correspondence regarding a reconsideration request should be addressed to the Library Director, River Falls Public Library, 140 Union Street, River Falls, WI 54022.