



EXHIBITS POLICY

I. Purpose

- A.** The mission of the Library is to serve the community as an activity center to support lifelong learning by providing educational, cultural and recreational opportunities for all people. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View" and "Statement on Professional Ethics" presented under VII. Appendix
- B.** The Sun Prairie Public Library (SPPL) serves the community as a public forum for sharing ideas and information and encourages educational and cultural exhibits of interest and enlightenment to the community.
- C.** The SP Library provides space for exhibits; however, it does not advocate or endorse the viewpoints of exhibits or exhibitors.
- D.** Religious and political exhibits are permissible for informational purposes. Exhibits which advocate for a single issue, specific candidates/parties and/or referendum/ballot initiatives will not be permitted.
- E.** The following criteria will be considered when providing space for exhibits, although an exhibit need not meet all criteria to be acceptable:
 - 1.** Encourage education and recreation, imagination and reflection, and enrich experiences.
 - 2.** Balance special group interests with general demand.
 - 3.** Relate to a local or regional interest.
 - 4.** Advance and promote diversity, equity, and inclusion.

II. Availability of Space

Areas available to the public for exhibits are:

- 1.** Glass exhibit cases in the lobby.
- 2.** Glass exhibit case in the children's area for children only.
- 3.** Gallery rails on the wall space above holds/circulation area.

III. Approval and Scheduling

- A.** Approval and scheduling of exhibits will be made through Adult Services (825-0902) or Youth Services (825-0701).
- B.** Scheduling will generally be by calendar month.
- C.** Exhibits that do not fall clearly within this policy may be authorized by the library director or designee.
- D.** The Art Coordinator and Guest Curator will plan exhibits for the gallery rails by invite only.

IV. Guidelines for Exhibits

- A.** Exhibit materials may not be used to promote sales or commercial enterprise.

- B. Unless otherwise arranged, library staff will not be responsible for setting up or taking down exhibits. Exhibit cases will remain locked until the date the exhibitor is required to remove the contents in order to ensure the integrity of the approved exhibit.
- C. Library staff will provide assistance with signage and moving glass shelving.
- D. Items may not be fastened in a way that would damage exhibit cases or exhibit areas.

V. Responsibility for Exhibit Items

The library assumes no responsibility for damage or theft of any item exhibited. All items placed in the library are at the owner’s risk. A release must be signed by the exhibitor before any artifact may be placed in the library.

- Adopted: May 10, 2001*
- Amended: November 16, 2006*
- Amended: January 8, 2009*
- Amended: February 10, 2011*
- Formatted: September 16, 2011*
- Amended: March 14, 2013*
- Amended: March 12, 2015*
- Reviewed: February 9, 2017*
- Amended: February 14, 2019*
- Amended: February 11, 2021*
- Amended: November 10, 2022*
- Amended: February 8, 2024*

VI. Appendix

Sun Prairie Public Library Exhibit Release

In consideration of the privilege of exhibiting the following materials in the library, I release the library from responsibility for loss, damage, or destruction while these materials are in the possession of the library.

Name of Exhibitor: _____

Exhibit Location: _____

Exhibit Set-up Date: _____

Exhibit Removal Date: _____

Description of Exhibit: _____

Does this exhibit advocate a political candidate or position? _____

List of Exhibit Items

Estimate of Value

This exhibit ___ is insured. ___ is not insured.

Signature _____

Date: _____

Parent/guardian (if exhibitor is under 18 years of age)

Date: _____

Address: _____

Telephone: _____

VII. Appendix

1. ALA Library Bill of Rights
2. ALA Freedom to Read
3. ALA Freedom to View
4. ALA Professional Ethics