



## **Public Display and Exhibit Space**

The Library maintains display and exhibit space for the interest, information, and enlightenment of the community. The Library's lobby display cases are made available to local non-profit community groups to promote their organization or event, as well as to Muskego residents with personal collections of community wide interest. The Library also provides exhibit space for Muskego artists to display their work. Organizations and individuals are not allowed to put up displays or exhibits in other areas of the Library unless specifically invited by the Library as part of a joint venture.

The Library Board subscribes to the tenets of the American Library Association's Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the exhibit spaces does not constitute an endorsement by the Library of the views of those utilizing Library exhibit spaces.

All exhibits must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy. Organizations and/or individuals who willfully violate this policy may be denied use of display and exhibit space.

Library staff decisions on exhibits may be appealed to the Library Board.

### **Application and Scheduling**

Display and exhibit space can be reserved by contacting the administrative services librarian.

Exhibits are displayed for up to one month. Preference will be given to new exhibits. Reservations will be approved on a first come, first served basis. Applications will be accepted up to one year in advance of the date requested. The Library and the Friends of the Library have priority in reserving space.

### **Exhibitor's Responsibilities**

The organization or individual is responsible for setting up and taking down the exhibit. The Library staff is not available to assist with setting up or taking down the exhibit.

The name of the organization or individual responsible for the exhibit shall be clearly posted. Each exhibit will include a statement indicating that the exhibit does not necessarily reflect the endorsement of the Muskego Public Library.

All promotional materials relating to exhibits must clearly state "This exhibit is not sponsored by the Muskego Public Library."



### **Library Rights**

The Library does not attempt to ensure that all points of view are represented in any single exhibit. Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of statements made in any exhibits.

The Library is not responsible for any loss, damage, destruction or theft of artworks or other object in an exhibit. All exhibitors are required to sign a form which releases the Library from any responsibility or liability for items on display.

The Library reserves the right to determine the placement of exhibits and the conditions under which they will be displayed.

Permission for the Library to photograph any work in the exhibition for publicity purposes is considered granted unless otherwise stated in writing.

The Library reserves the right to limit or prohibit at any time the use of display or exhibit spaces which, in the judgment of the Library Director or his or her designee, represent a threat to the health or safety of Library users, or the orderly use of the Library.

Any person or group using the Library's display or exhibit spaces hereby agrees to indemnify and hold harmless the Muskego Public Library from any and all actions or suits relating to its use of such spaces.