

**02-04-01      Philosophy**

- a) The purpose of the Library's display cases and bulletin boards is to promote intellectual freedom, life-long learning, cultural and leisure activities, and increase awareness of the Library's resources. The Library provides display facilities for public and Library use. Exhibits using these facilities shall further one or more of these purposes:
- to call attention to a theme related to Library services, collections or programs
  - to bring together Library materials from several subject areas related to a theme of current interest
  - to highlight current issues, events or other subjects of public interest
  - to display high quality original art, crafts, photographs or writings created by Wisconsin artists or contained in traveling exhibits
  - to explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual or charitable activities
  - to display interesting collections or hobbies of local residents

**02-04-02      Disclaimer**

- a) The Director, at his/her discretion, may require the following statement to be included in/on any display: **The Lester Public Library is not a sponsor of this display and does not necessarily endorse the viewpoint expressed here.**
- b) The Library assumes no responsibility for theft, loss, damage or destruction of items left for display.
- c) The Library does not accept responsibility for ensuring that all points of view are represented in any single display. 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 such materials.
- d) The Library reserves the right to refuse display space to exhibits that, in its opinion, do not further the purpose in Section **02-04-01**.

**P-02-04-03      Procedures**

**Approval**

- a) All items to be placed in exhibit cases, on bulletin boards, or in literature displays must be approved by the Director or her/his designee.

**Restrictions**

- a) Use of bulletin boards, literature displays, and exhibit cases will be restricted to educational, informational or artistic items. Because exhibit space is in high demand, exhibits from for-profit groups and individuals will be accepted only if they are of a purely artistic or educational nature. No advertising, including job adds, or other for-profit displays will be accepted.

1. Exceptions: Governmental job postings; notice of upcoming events of a cultural or artistic nature sponsored by non-profit groups within the City of Two Rivers or its immediate environs; events sponsored by Two Rivers service organizations.
2. The Director may request proof of non-profit status from a group or individual before granting display space.

### **Displays Outside of Display Cases or Bulletin Boards**

- a) Though exhibits are usually restricted to either exhibit cases or bulletin boards, other areas of the library may be used with prior permission of the Director.

### **Priority**

- a) Because exhibit space is limited, the following priority will be followed when granting requests for space:
  1. Library sponsored exhibits
  2. Exhibits sponsored by other governmental agencies
  3. Exhibits sponsored by non-profit groups headquartered within the City of Two Rivers
  4. All others.

### **Schedule**

- a) Because of limitations in space, continuing displays will not be allowed. Items on bulletin boards or literature displays lacking new material will be left no more than 8 weeks. Exhibits may be cancelled or rescheduled as library need arises.

10-12-93

(Revised and Board Approved 05/12/09)