

## **Exhibit Room Policy**

The development of this statement of policy by the Waupaca Area Public Library Board is in recognition of the need for guiding rules or principles which can be followed. The rules, regulations, statements or policies and procedures set forth in this policy are not final answers to any or every given problem and must be studied and interpreted in terms of the changing needs of the library. The Exhibit Room coordinator will have monthly scheduled meetings with the Exhibit Room Committee to discuss operations and schedule upcoming exhibits. A library staff person will be a representative on the Exhibit Room Committee. The policy of the Exhibit Room coordinator and Exhibit Room Committee will be to support the American Library Association Bill of Rights.

"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. " (From the Bill of Rights)

The exhibit room in the library may be reserved for use by educational, civic, cultural and governmental groups when no admission charge is made. Organizations or individuals sponsoring educational programs of a non-profit nature will be permitted to use the exhibit room, provided such exhibits are open freely to the general public. Purely commercial use of the exhibit room is not allowed.

Materials for display may not be hung in the exhibit room, except as prescribed by the Exhibit Room coordinator, Exhibit Room Committee and Library Director.

People and organizations using the facilities shall leave it in neat, clean, orderly condition: Refer to Waupaca Area Public Library Conduct and Behavior Policies.

All artwork shall be submitted ready for exhibit.

Artwork and/or craft items may bear price notations or a list may be available showing the cost of exhibited items. The library Foundation will receive a 20% commission/donation on items sold during a library exhibit.

Artwork shall be itemized from the supplier in case of damage or loss (for insurance purposes.) Any one item valued over \$50, 000 will cost more in insurance fees, under the insurance policy. This extra cost will be negotiated between the provider of the item, and the Library Foundation Committee.

The Exhibit Room Coordinator and Exhibit Room Committee encourage individuals and groups to volunteer their time and efforts in the service of the Exhibit Room.

The Library Exhibit Room Coordinator, Exhibit Room Committee and Library Director will make decisions regarding acceptability and appropriateness of exhibits.

Hours for exhibits will be the operating hours of the library or when docents are necessary as determined by the Exhibit Committee.