

Exhibit Room Mission Statement and Policy

Exhibit Room Mission Statement

The Waupaca Library Exhibit room shall be a space to provide cultural, historical and educational displays free to the general public.

Exhibit Room Committee

The Exhibit Room is run by Committee which includes a paid coordinator, community members, at least one library staff person and a library board member when possible. The Exhibit Room Coordinator and Exhibit Room Committee invite individuals and groups to volunteer their time and efforts in the service of the Exhibit Room.

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 regularly scheduled meetings with the Exhibit Room Committee to discuss operations and schedule upcoming exhibits. 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 scheduled for exhibits and programs by educational, civic, cultural and governmental groups. There will be no admission charge and purely commercial use of the exhibit room is not allowed. 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.

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

Materials for display may not be displayed in the Exhibit Room, except as prescribed by the Exhibit Room Coordinator, Exhibit Room Committee or Library Director.

Either the exhibitor or a designated representative must be present at setup and dismantling of the exhibit. 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. Exhibitors are allowed to provide their personal and/or business contact information. All donations collected in the donation box are considered contributions to the Exhibit Room and Waupaca Area Library Foundation. Any exhibit held for the express purpose of fundraising for a non-profit cause must provide mailing envelopes for donations.

Library staff and exhibit personnel are not responsible for the collection or supervision of these funds.

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 City's current insurance policy. This extra cost will be negotiated between the provider of the item, and the Exhibit Room Coordinator on behalf of the City of Waupaca.

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

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

Approve 7/2007 Revised 5/2011