

West Bend Community Memorial Library

Displays Policy

Purpose

Display space is available at the West Bend Community Memorial Library (“Library”) as a way to allow the Library and the community to share culture, art, information, history and experiences. The display space is not intended to be used as a platform for promoting one belief or agenda over another. The library welcomes displays on an equitable and impartial basis. Displays that are not made by the Library do not in any way constitute an endorsement by the Library of a person, event, group, belief or viewpoint.

Policy

First Come/First Served. Display spaces are available on a first-come, first served basis. If there are multiple requests for a space made at the same time, preference is given to the Library and Library co-sponsored displays. Secondary preference shall be given to the City of West Bend, other governmental agencies, and local non-profit/community groups.

Impartiality. Display space is provided on an impartial basis, regardless of beliefs or affiliations of the individual or group requesting space.

Intent. The intent of offering display space is for the Library and the community to share culture, art, information, history and experiences. Displays should reflect the intent while also ensuring that the display is appropriate for a wide-range of ages.

Inspection. The Library Director or designee reserves the right to inspect all displays prior to being displayed and may deny the right to display items that are for commercial purposes, that are not appropriate for a wide range of ages, or that are illegal, obscene, defamatory or otherwise inappropriate for display at the library.

Frequency. Individuals, groups or organizations may reserve one display space every 2 years. If display space is available, the Library Director is authorized to make an exception to displayer frequency. Display space may be reserved up to 6 months in advance.

Use of Space. Displays must use the space assigned to them. Displays larger than the display space assigned will require permission from the Library Director or designee. The lobby of the Library and the Library grounds may be used for the display, posting or exhibit of materials that are directly related to events sponsored by the Library only.

Sale of Display. The display or items on display must not be priced for sale. The displayer may leave their contact information near the display or items on display in the form of a business card or small sign with the displayer’s name and contact information.

1. This provision does not apply to sponsored or co-sponsored exhibits or approved art exhibits.
2. The Library Director is authorized to make exceptions for the sale of displays and items on display where an agreed upon portion of the proceeds is donated to the Library or for the sale of items displayed by program performers.

Signage. All displays must have clear signage provided by the displayer explaining the content of the display and must include language stating: “The West Bend Community Memorial Library does not endorse the viewpoint or belief of any display or displayer.” The signage must be approved by library staff.

Indemnification. In consideration for being allowed to display items, the displayer must agree to hold harmless the City of West Bend for any damage or loss to the items on display. This agreement is contained in the waiver form that must be signed by the displayer prior to the items being displayed.

Disposal of Items. At the end of the time period, the exhibitor must remove the display within three working days, or the library will remove the materials from the display space. Should a display item be left at the Library more than 14 days after the end of the display period, the Library may discard the items.

Discontinuation. Both the Library and the displayer reserve the right to discontinue a display at any time for any reason.

Appeal. Should a display be discontinued by the Library, or the right to display be denied by the Library, the displayer may appeal the decision to the West Bend Community Memorial Library Board of Trustees. The decision of the West Bend Community Memorial Library Board of Trustees shall be final.

Library Specific Rules.

1. Frequency. Staff of the Library may reserve one display per month and may reserve a display space up to 12 months in advance.
2. Intent. Library sponsored and co-sponsored displays must be educational, informational, civic, historical, artistic, or cultural in nature.
 - a. Displays in whole or in part on potentially controversial topics (for example: euthanasia, capital punishment, etc.) must represent as many opinions toward the topic as possible to create a balanced representation.
 - b. Displays may not advocate for a single political point of view regarding an issue or upcoming election.
 - c. Displays may not have a religious purpose, and may not promote or favor any set of religious beliefs.

Approved by the West Bend Community Memorial Library Board on May 23, 2017