



Whitewater
PUBLIC LIBRARY

Display Case Policy

Following are the regulations for the use of the library display cases. Exceptions to any of these policies may be considered by the Library Director.

A. AVAILABILITY

1. Permissible displays

Library displays and library-sponsored displays shall have priority in the use of library display cases. Community use of display cases will be assigned on a first-come, first-served basis to groups primarily serving the needs of the community. Such groups may include:

- a) Civic improvement organizations.
- b) Cultural and artistic groups.
- c) School, service, and social welfare groups.
- d) Other groups not covered by exclusions.

2. Exclusions

- a) Fund raising, by either profit or non-profit groups. Exceptions may be made for library-sponsored displays, and displays presented by groups affiliated with the library.
- b) Displays involving the sale, advertising, or promotion of products or services.
- c) Displays intended to recruit persons for fee-based events. The only exception to this rule will be when paid registration fees are necessary to cover expenses for short-term seminars held in cooperation with the library, or payment of fees for non-credit education courses conducted by established educational

institutions or organizations. In either case, special permission must be obtained from the Library Director.

- d) Displays intended to promote or create business opportunities.
- e) Displays for religious instruction.
- f) Displays for personal or family purposes.
- g) A return use by a group that has abused the facilities or regulations in an earlier use of the display cases.

B. USE AND FEES

1. The display cases may be used free of charge.
2. Upon prior arrangements, a staff member may be available for assistance in planning and arranging a display.

C. DISPLAYS

1. Groups wishing to use the display cases must ~~make application to the Library Director~~ **fill out an application. The application is available on the library's website or a staff member may assist with the application in person, by email, or by phone.** It is noted that library displays will take precedence over any other group's request.
2. Displays may not be scheduled more frequently than every ~~other~~ year by any single non-library organization. In the event of a request regularly repeated by a group or organization, preference shall be given to a new group at the discretion of the Library Director.
3. It is desirable that items from the library collection, such as books, ~~videos~~, **movies**, magazines, etc. be incorporated into the displays whenever possible.
4. ~~The use of tacks, any kind of tape, or staples is NOT permitted.~~ Putty made specifically for mounting of wall posters may be used. **The back wall of the display case is a tackboard surface and pushpins may be used. Tape and staples are NOT permitted.**

D. APPLICATION PROCEDURE

1. Written application for the use of the display case(s) must be made at least 1 month in advance of the use by an authorized representative of the group.
2. Upon receipt of an application, the library staff member in charge of displays will approve the application and confirm the booking if the purpose falls within the policy.
3. If there is an application which policy does not cover, the application will be referred to the Library Director for approval.
4. The decision of the Library Director shall be final regarding whether or not an application is accepted.

E. REASSIGNMENT

If a library-related display arises which, in the judgment of the Library Director has priority, the library reserves the right to ask groups to choose an alternate date.

F. EQUIPMENT AVAILABILITY AND SET-UP

- ~~1.~~ There are two display cases located in the library lobby atrium. ~~The large case measures 54" H x 76" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D. The small case is 50" H x 49" W x 20" D on the bottom shelf; two other adjustable shelves are 12.5" D.~~ Each display case measures 41" H x 56" W x 20" D and has two adjustable shelves that measure 52" W x 12" D. Each display case has a power outlet and a lock.
2. The library will provide book supports, when available, and when these have been requested on the application. However, the group shall be responsible for any advance preparations, for setting up and taking down the group's display and returning all library items used to a staff member as well as clearing away their own items.
3. A person responsible for set-up and take-down of the display shall be designated on the application.
4. Storage facilities will not be provided for non-library organizations.

G. OTHER REGULATIONS

1. The library takes no responsibility for the supervision and security of the exhibits or displays.
2. The library is not responsible for any damage to items displayed due to temperature in the display cases or fading from light exposure. It is suggested that these factors be considered when selecting items to be displayed.
3. Displays and exhibits will be limited to a 4-week period, but extensions may be granted by the Library Director if there are not requests for the space.

H. AGREEMENT BY USER

1. In consideration for the use of the display case(s), each organization agrees that:
 - a) It will pay for all damage to any property of the Whitewater Public Library resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
 - b) It will hold harmless the City of Whitewater and Whitewater Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with an exhibit or display.
2. It is understood that the City of Whitewater and the Whitewater Public Library assume no responsibility whatever for any property placed in the library in connection with an exhibit or display nor will they be responsible for any damage to the property displayed; and that the City of Whitewater and Whitewater Public Library are hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of an exhibit or display.