

## DISPLAY POLICY – Draft

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

### General Rules

1. First-Come/First-Served. Display spaces are available on a first-come, first-served basis, and are booked through the Community Partnership Section of the APL.
  - a. If there are multiple requests for a space made at the same time, preference is given to the APL and APL co-sponsored displays. Secondary preference shall be given to the City of Appleton, other government agencies, and local non-profit/community groups.
2. Impartiality. Display space is provided on an impartial basis, regardless of the beliefs or affiliations of the individual or group requesting space.
3. Intent. The intent of offering display space is for the APL and the community to share culture, art, information, history and experiences and displays and should reflect this intent while also ensuring that the display is appropriate for a wide-range of ages.
4. Inspection. The APL 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 APL.
5. Frequency. Individuals, groups or organizations may reserve one display space per year and may reserve a display space up to six months in advance.
6. Use of Space. Displays must use the space assigned to them. Displays larger than the display space assigned will require permission from the Library Administration.
7. Sale of Items. Items on display must not be priced for sale. The displayer may leave contact information near the items in the form of a business card or signage with the displayers name and contact information.
  - a. This provision does not include sponsored exhibits or approved art exhibits.
  - b. The Library Director is authorized to make exceptions for the sale of items where an agreed upon portion of the proceeds is donated to the APL, the Friends of the Library, or for the sale of items displayed by program performers.
8. Signage. All displays must have clear signage provided by the displayer explaining the content of the display and must include language stating: “The Appleton Public

Library does not endorse the viewpoint or belief of any display or displayer.” The signage must be approved by library staff.

9. Indemnification. In consideration for being allowed to display items, the displayer must agree to hold harmless the City of Appleton 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.
10. Disposal of Items. Should a display item be left at the APL more than thirty (30) days after the end of the display period the APL may discard the items.
11. Discontinuation. Both the APL and the displayer reserve the right to discontinue a display at any time and for any reason.
12. Appeal. Should a display be discontinued by the APL, or the right to display be denied by the APL, the displayer may appeal the decision to the Library Board of Trustees.

### APL Specific Rules

1. Frequency. Staff of the APL may reserve one display space per month and may reserve a display space up to twelve months in advance.
2. Intent. APL 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, gun control, abortion, etc.) should represent as many opinions toward the topic as possible to create a balanced representation.
  - b. Religious and political displays must not advocate for a single point of view or for a current political issue or election.

Set Up/Take Down. Children’s Services facilitates set up and take down of displays within the Children’s Section. The Community Partnerships Section facilitates set up and take down of displays throughout the rest of the library.

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