

## I. PURPOSE

Display space is available at the Appleton Public 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 expressing 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.

## II. POLICY

1. 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 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 Library and the community to share culture, art, information, history and experiences. Displays and should reflect this intent while also ensuring that the display is appropriate for a wide-range of ages.
4. 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.
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 Director or designee.
7. 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.
  - a. This provision does not apply to sponsored or co-sponsored exhibits or approved art exhibits.
  - b. 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, 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 Library more than thirty (30) days after the end of the display period the Library may discard the items.
11. Discontinuation. Both the Library 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 Library, or the right to display be denied by the Library, the displayer may appeal the decision to the Library Board of Trustees.
13. Library Specific Rules.
  - a. Frequency. Staff of the Library may reserve one display space per month and may reserve a display space up to twelve months in advance.
  - b. Set Up/Take Down. Children's Services facilitates set up and take down of displays within the Children's Section. The Public Services Section facilitates set up and take down of displays throughout the rest of the Library.
  - c. Intent. Library sponsored and co-sponsored displays must be educational, informational, civic, historical, artistic or cultural in nature.
    - i. 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.
    - ii. Religious and political displays must not advocate for a single point of view or for a current political issue or election.

*Approved: 2/12. Amended: 2/16; 12/16*