



## Display Case and Art Wall Agreement

Elisha D. Smith Public Library  
440 1st Street  
Menasha, WI 54952  
[reference@menashalibrary.org](mailto:reference@menashalibrary.org)  
(920) 967-3690  
(920) 967-5159 FAX

Today's Date \_\_\_\_\_

Name/Group \_\_\_\_\_

Postal Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Check One:

- Glass case in library lobby (3.5 feet tall x 4.4 feet wide)
- Lighted mahogany case in circulation area (4.3 feet tall by 4.6 feet wide, 21.5 feet deep)
- Art wall (8 feet tall by 19 feet long), with an adjacent wall facing into the library to promote the display (8 feet tall by 3.5 feet wide). These have a gallery-quality surface and allow nails.

Month/Year Desired \_\_\_\_\_

Description of Display or Artwork \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we post pictures of your display including your name on our website? Yes \_\_\_\_\_ No \_\_\_\_\_

May we send PR information to the media and include it in our newsletter? Yes \_\_\_\_\_ No \_\_\_\_\_

By signing this agreement, applicants indicate that they accept the risks of displaying in a "public gallery venue" and release the library from responsibility. Thank you for offering to display your art, merchandise, collectibles, crafts, etc. After you submit this agreement to the library, you will be contacted after the request is reviewed and a month is determined. A copy of this agreement will be mailed to you. You are encouraged to read the library's Display Case and Art Wall Guidelines and Display Policy on the back of this sheet.

The undersigned agrees and accepts the provisions set forth in the library's Display Case and Art Wall Guidelines and Display Policy.

Signature \_\_\_\_\_  
(Applicant)

Signature \_\_\_\_\_  
(Library Staff Member Granting Approval)

## **Elisha D. Smith Public Library: Display Case and Art Wall Guidelines**

1. Requests for display space must be made in writing by completing a Display Case & Art Wall Agreement, available at the Reference Desk.
2. Content is subject to approval. Applicants will be notified by phone or email if a display is approved and will receive a copy of the approved agreement.
3. Display cases are locked. Reasonable security measures are in place to protect contents from damage.
4. By signing the agreement, applicants indicate that they accept the risks of displaying in a “public gallery venue” and release the library from responsibility.
5. All displays run for a calendar month.
6. Applicants should indicate on the agreement if there are special needs for set-up.
7. Art wall space is limited to a designated wall in the Miron Fireside Room. Requests for additional space will be considered and may include the use of an easel. The use of other wall space is strictly prohibited.
8. Third party alterations or additions to the display cases or art wall are prohibited.
9. Displays must be removed by the last day of the month, unless prior arrangement has been made.
10. Displays must be appropriate for patrons of all ages.
11. Applications for display or art wall space will be considered one year in advance; applicants are limited to displaying one month out of any rolling calendar year. Sign-up is on a “first come, first served” basis.
12. Any questions may be directed to the phone number or address listed above or emailed to [reference@menashalibrary.org](mailto:reference@menashalibrary.org)

## **Elisha D. Smith Public Library: Display Policy**

The library provides space for DISPLAYS AND NOTICES.

1. Display cases and areas may be made available to groups or individuals engaged in educational, cultural, intellectual, or charitable activities consistent with the library’s policies and standards which contribute positively to the library facility.
2. Display space is provided on an equitable basis regardless of beliefs or affiliations of individuals or groups requesting space. Use of display space or bulletin boards by any group or individual does not imply that the library endorses or advocates viewpoints expressed.
3. Any individual or group placing items on display are required to sign a waiver form releasing the library from liability for loss or damage to the items.
4. Exhibits and displays shall not involve the sale, advertisement, solicitation or promotion of commercial products.
  - a. This provision does not exclude sponsored exhibits, approved art exhibits, exhibits primarily informational in content, or exhibits containing advertising involving a variety of beneficiaries. The library director shall determine whether exhibits qualify under this policy.
  - b. The library director is authorized to make exceptions for sale of art display items where a portion of the proceeds is donated to the library or for sale of items displayed by program performers.

(taken from Elisha D. Smith Public Libraries, Board of Trustees Policies, Chapter IV: Services and Facilities, updated January 2012)