

Display & Exhibit Policy

As part of our commitment to our mission, the Walter E. Olson Memorial Library (OML) regularly coordinates displays highlighting materials, resources, and partnerships. In addition to display spaces that are managed by OML staff, we offer two exhibit spaces that are available for community use. These are intended to highlight the diverse talents and interests represented in our community. Exhibits may include creative works, historical artifacts, and other items that appeal to a range of ages, interests, and information needs. While OML provides space for community exhibits, this does not represent agreement or endorsement of exhibits or exhibitors.

Intellectual Freedom Statement

Library-initiated displays and community exhibits shall not exclude topics, books, media, and other materials solely because they may be considered to be controversial. OML affirms the rights and strives to fulfill the information needs of patrons of all ages. Consequently, while some displays/exhibits may be considered inappropriate or offensive to some individuals, they are permitted if they adhere to the Library's policies and contribute to the furtherance of its mission. For more information, please see our Intellectual Freedom Policy.

Exhibits

OML welcomes applications for community exhibits that enhance the experience and knowledge of our patrons, contribute to the cultivation of a safe and welcoming space, highlight the talents and skills present in our community, and promote the resources available at the Library. Inappropriate, and thus prohibited, exhibits include, but are not limited to, content that promotes businesses/for-profit entities or is explicit, politically partisan, religiously proselytizing, discriminatory, or prurient.

Exhibitors may apply to use Library space by submitting a completed [Exhibit Application & Release Form](#) in person, by email, or via mail. Applications will be accepted up to one year in advance of the proposed exhibit, and approval is at the discretion of the Library Director. Applications will generally be considered in the order in which they are received, with exceptions being made for considerations such as relevance or timeliness to other events, information, or resources.

The following spaces are available for community use:

Community Room Gallery - This multi-use room includes gallery space on the north and south walls (18' and 20'), which are lined with illuminated Walker art rail and rod systems on which work may be hung.

Exhibit Case - This case is roughly 46" x 56" x 16". It has 3 adjustable shelves, as well as locking glass doors that can be removed for interactive materials.

Exhibit space is typically available for 1-2 calendar months at a time. The dates of installation and removal must be scheduled with the Library prior to the approval of an application. Non-standard exhibition lengths may be negotiated with the Director.

Exhibitors may post pricing and contact information in order to coordinate direct sales of exhibit pieces. The Library will not manage sales or accept payment, and sold exhibit pieces are to remain on display through the duration of the scheduled exhibit.

Exhibitors may arrange to host a reception at the Library. The exhibitor is responsible for scheduling space with the Library staff and for supplying any refreshments and supplies. Please note that alcohol is prohibited.

Exhibitors are responsible for transporting and securely installing their work during Library open hours. The Library can provide a ladder, level, Walker art system fixtures, and limited display stands. Exhibitors are responsible for bringing all other necessary supplies and/or assistance.

Limitations and Liability

The Library reserves the right to limit the size, the number of items, the schedule, and the frequency with which any one individual or organization may place an exhibit in the Library.

The Library staff reserves the right to relocate or remove any items that violate this policy, interfere with normal Library operations, or cause accessibility/safety concerns (i.e. blocking walkways or emergency exits).

The library assumes no responsibility for damage or theft of any item displayed or exhibited. All items placed in the library are at the owner's risk. The exhibitor may provide their own insurance, if desired.

The exhibitor is responsible for any damage to Library property during installation, display, and removal.

Items that cannot be displayed using in-house fixtures require the advance approval of alternate arrangements by the Director. Adhesives, nails, tacks, staples, etc. are not permitted on Library walls, furnishings, or display cases.

The Library does not provide storage of materials or equipment.

Materials not picked up within 2 weeks of the agreed upon take-down date may be disposed of by the Library.

Responsibility

The Library Director shall be responsible for the administration and interpretation of this policy.

Requests for reconsideration of the administration of this policy may be directed to the Library Director using the [Request for Reconsideration of Library Services form](#).

Approved: December 20, 2017

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