



Exhibits and Display Policy

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1. Preface

1.1. Introduction

The Madison Public Library schedules exhibits and displays to inform, engage, and inspire the community. Exhibits serve to extend the Library’s role as a cultural, educational, and community-focused institution..

1.2. Purpose

- To promote library use and enhance the library experience for all patrons.
- To showcase original works of art, craftsmanship, or other creative endeavors by local and regional artists.
- To display collections and items of artistic, historical, cultural, educational, or leisure interest.
- To provide information about and visibility for community groups engaged in educational, cultural, intellectual, or charitable endeavors.

1.3. Referenced Documents

Documents that are relevant to this policy include the following:

Policy	Policy Owner
Statement of Concern Document	Madison Public Library
Sample Letter of Complainant	Madison Public Library

1.4. Scope

The Library seeks to present professional, visually appealing, and thoughtfully curated exhibits with clear themes and relevance to the community. Displays and exhibits aim to represent diverse topics, perspectives, and creators, appealing to people of all ages, identities, and interests.

Inclusion of an exhibit or display does not signify the Library’s endorsement of the ideas, beliefs, or viewpoints expressed therein. Library staff retains discretion over the acceptance, scheduling, and placement of all exhibits.



2. Types of Exhibits and Displays

2.1. Display Cases, Easels, and Panels

Exhibits in these spaces are selected and scheduled by library staff in collaboration with individuals or organizations. Items must meet the Library's standards for quality, relevance, and appropriateness. Displays should be suitable for a public space accessible to all ages.

2.2. Bulletin Board and Display Racks

The bulletin board and display racks in the library's entrance are reserved for community postings of a non-commercial nature from nonprofit groups, organizations, and government agencies. Flyers and posters with informational value or advertising community events are eligible for posting, with preference given to Madison Public Library activities.

- Space is limited; items will be displayed on a first-come, first-served basis.
- Library staff reserves the right to approve, reject, or remove postings based on relevance and appropriateness.
- Materials will be removed after the event or posting period has ended.

2.3. Digital and Virtual Exhibits

The Library may also host digital displays or virtual exhibits, showcasing multimedia content or collections online. Digital exhibits must meet the same quality and appropriateness standards as physical displays.

3. Statement of Responsibility

- Exhibitors are responsible for planning, transporting, installing, and removing their exhibits according to the schedule agreed upon with Library staff.
- A written inventory of items on display must be submitted to the Library before installation.
- Exhibits must meet Library standards for safety and appropriateness, avoiding any items that are dangerous, disruptive, or unsuitable for a public space.
- The Library is not responsible for any items that are lost, stolen, or damaged while on display. Exhibitors may wish to insure their items privately if needed.



4. Statement of Concern on Library Resources

As in Library collections, displays and exhibits aim to represent diverse topics, perspectives, and creators. Display does not imply library approval or agreement with the content. The libraries' staff and the Board of Trustees recognize that some material is controversial and that any given item may offend some patrons. Selection will not be made on the merits of any anticipated approval or disapproval, but solely on the merit of the work in relation to appealing to people of all ages, identities, and interests.

Residents of the Library's service area or non-resident cardholders may request reconsideration of displays and exhibits in the library. Persons seeking reconsideration can complete a statement of concern regarding the material. The Library Director will evaluate the statement of concern with input from appropriate staff and a written response will be made to the patron. Further consideration may be made as necessary by the Library Board of Trustees if the patron is not satisfied. With respect to the reconsidered display or exhibit, the Library Director's written response, or decision of the Library Board of Trustees, need not be reconsidered for three years following the prior request for reconsideration, regardless of whether subsequent requests for reconsideration are submitted.

4.1. Statement of Concern Document

[Link: Statement of Concern Document](#)

4.2. American Library Association Resources

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill/>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Access to Library Resources and Services for Minors:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>



4.3. Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library exhibit. For the duration of this process, the material in question will remain on display in the library.

- A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's mission statement, exhibits and displays policy, statement of concern form, and the Library Bill of Rights.
- Patrons are required to complete and submit a reconsideration form to the Library Director.
- The director, with appropriate staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the exhibits and displays policy.
- The director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
- If the individual is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
- If the board plans to address the appeal at their board meeting, the individual will be notified of when and where the meeting will be held.
- The Board of Trustees reserves the right to limit the length of public comments.
- The decision of the board is final.

4.3.1 Sample Letter to Complainant

Dear ____ : We appreciate your concern over the display of ____ in the library. Selecting exhibits and displays that inform, engage, and inspire our community is a vital part of operating a library. The Board of Trustees takes this responsibility very seriously and has established an exhibits and display policy as well as a statement of concern procedure for requesting reconsideration of displays and exhibits. I have enclosed both for your review. Please feel free to contact me if you would like to discuss them further.

If you are still concerned after you review the policies, please complete the Statement of Concern about Library exhibits and displays form and return it to me. You may be assured of prompt attention to your request. At any point during this process, please feel free to contact me with questions or concerns.

Sincerely,



Library Director
Date

[Link: Sample Letter to Complainant](#)