



Policy: DISPLAYS AND EXHIBITS POLICY

Approved: 4/22/25

Purpose: The purpose of this policy is to define the parameters of public displays within the Antigo Public Library that ensure the rights of the community to equal access to the Antigo Public Library's public display spaces. As an educational and cultural institution, the Antigo Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, science, educational, civic, artwork or any other material deemed of general interest may be exhibited. Viewpoints or ideas represented in the displays and/or exhibits do not necessarily imply endorsement by the Antigo Public Library, the Antigo Public Library Staff, or the Antigo Public Library Board of Trustees.

Reasons to program with the Antigo Public Library include:

- Supporting literacy of all kinds for everyone.
- Providing public space for in-person dialogue on topics the community cares about.
- Increasing collaboration between local agencies.
- Offering opportunities for more human connections.

Policy: The Antigo Public Library director shall accept or reject material offered for display based on its suitability and availability.

The Antigo Public Library assumes no responsibility for preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Antigo Public Library are there at the owner's risk. Items must be removed at the time specified by the Antigo Public Library Director or designee. Materials not picked up within thirty (30) days may be disposed of as the Antigo Public Library Director sees fit.

Priority for display spaces is given to the Antigo Public Library collections and Antigo Public Library programs. Community events and partner organizations may be highlighted as space and time allow.

Areas available to the public for displays and exhibits on a continued basis include a single glass exhibit case located nearest to the Clermont St. (West) entrance of the Antigo Public Library, the Conference room located inside the main library, and wall space inside of the main library. The defined wall space for display within the main library is a 10-foot-wide x 7-foot-tall wall on the west side of the building at the end of the wall-mounted book shelving and two 40-inch-wide x 60-inch-tall wall spaces above the public computers, which are located on the southern interior wall. Other areas that may be available for displays and exhibits will be determined by the Antigo Public Library Director or their designee. No admission will be charged, and such displays or exhibits must be open freely to the public. Purely commercial use of display or exhibit space is prohibited.

A release must be signed by the exhibitor(s) before any artifact can be placed in the library.



The Antigo Public Library Director reserves the right to accept or reject any material offered for display or exhibit. The following factors will be considered in the determination of a display or exhibit proposal:

- Aligning with the Antigo Public Library’s vision, mission, values, and priorities.
- The relationship of the subject matter of the exhibit to a scheduled activity or program on the Antigo Public Library’s calendar.
- The relationship of the subject matter to matters of widespread interest to the citizens of Langlade County.
- Past or scheduled exhibits relating to the same or similar subject.
- The number of competing requests for exhibits during the period requested.
- Number of prior exhibits by the requesting individual or organization.
- Desired date, time and location.

The Antigo Public Library prioritizes programs of arts, cultural, or humanities; programs that encourage civic, digital, and financial literacy and community discourse. If you are interested in presenting a program with the Antigo Public Library, your proposal will reflect these reasons and understand these considerations. If your submission is accepted, an Antigo Public Library representative will contact you to discuss the next steps.

Art exhibit proposals will be reviewed by a committee designated by the Antigo Public Library Director. The committee will review proposals and select art works to be exhibited based on merit, with priority given to regional artists. Art displays may hang for a maximum of sixty days. An artist does not need to be part of any defined art group to participate. The number of pieces to be hung and displayed will be based on the sizes of the pieces submitted in conjunction with the defined wall space available (as laid out above).

Program timeframe, proposal deadlines:

<i>If the program is in...</i>	<i>The proposal deadline is:</i>
December – February...	August 1 st
March – May...	December 1 st
June -August...	March 1 st
September – November...	May 1 st

Images, audio, and video:

By displaying programs within the Antigo Public Library, the program presenters grant permission to the Antigo Public Library for any images, video, or audio from the event taken by Antigo Public Library staff for Antigo Public Library promotional purposes.

Displays of items, messages, or images that would be legally defined as “obscene” under Wisconsin Statute 944.21 or under the Federal “Miller Test” are not allowed. If a proposal for display is submitted to the Antigo Public Library and the Antigo Public Library director determines that there is a potential issue of “obscenity” within the proposal, said proposal will be forwarded to the Antigo City Attorney and the Langlade County Attorney for review. The Antigo Public Library Director will take the recommendations of the Antigo City Attorney and the Langlade County Attorney to the Antigo Public Library Board of Directors, who will make the final decision on displaying the proposal in question.



Antigo Public Library
617 Clermont Street
Antigo, WI 54409

715-623-3724
www.antigopl.org

Public Challenge: A public display challenge refers to a situation where individuals or groups object to the content or themes presented in a public display housed within the Antigo Public Library. A challenge involves expressing dissatisfaction or requesting the removal of items from the display due to their perceived controversial, sensitive, or offensive nature.

Anyone may express a challenge to a public display presented within the Antigo Public Library by completing the [Display Challenge](#) form defined within this policy. The challenge will be taken to the Antigo Public Library Board of Trustees at their next scheduled Committee of the Whole meeting for discussion with possible action on the challenge at the Antigo Public Library Board of Trustees next full board meeting.



ANTIGO PUBLIC LIBRARY: Display Proposal

Do you have an idea for a display at the Antigo Public Library? The Antigo Public Library would love to hear from you. Complete this form and submit your Display Proposal to the Library in person, via email or the USPS.

Priority for display spaces is given to the Antigo Public Library collections and the Antigo Public Library programs. Community events and partner organizations may be highlighted as space and time allow.

The Antigo Public Library staff shall consider the following factors: the relationship of the subject matter of the exhibit to a scheduled activity or program in the Antigo Public Library, the relationship of the subject matter of the exhibit to matters of widespread interest to the citizens of Langlade County, past or scheduled exhibits relating to the same or similar subject, number of competing requests for exhibits during the period requested, number of prior exhibits by the requesting individual or organization, and the date the request was received.

More information about proposing an Antigo Public Library Display Program can be found in the Antigo Public Library's Displays and Exhibits Policy.

NAME: _____

ORGANIZATION: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

What event or idea do you/your organization want to raise awareness for with a library display?

If your event/organization has any official websites, event pages, or logos please include links:

What date(s) would you/your organization like to have a display at the Antigo Public Library: _____

What is your organization hoping to display?

- My organization wants to bring items to put on display.
- My organization wants the library to put books on display.



ANTIGO PUBLIC LIBRARY: Display Challenge

DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Do you represent yourself? _____

Or an organization? _____

Organization Name: _____

Program you are commenting on:

Individual/Organization Presenting the Program: _____

1. What brought this display to your attention?

2. What concerns you about the display?

3. Are there resource(s) you suggest providing additional information and/or other viewpoints on this topic?

4. What action do you request the Antigo Public Library Board of Trustees consider?



ANTIGO PUBLIC LIBRARY: Display Liability Waiver and Exhibit Release

Antigo Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Antigo Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Antigo Public Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the Antigo Public Library.

Exhibition to be held in the _____

During _____

Description of materials loaned

Name: _____

Signature _____

Address _____

Date _____

Telephone _____

LIBRARY USE ONLY

Date received: _____

Staff Member taking possession of the materials & release: _____

Date picked up: _____

Staff Member releasing items to exhibitor(s): _____

Signature of exhibitor collecting artifact(s): _____