

## Art & Display Policy

Adopted by the Library Board of Trustees August 20, 2024

### Art & Display Mission

The purpose of displaying artwork and other exhibits is to support and promote the Carnegie-Schadde Memorial Public Library's (Library) mission of learning, discovery, growth, and connection as an educational and informational center. The Library will work to ensure that permanent and temporary displays and exhibits reflect not only a wide variety of personal expression but also of the community and the larger global perspective. The Library will also endeavor to affirm the importance of local cultural identity and traditions, which promotes civic engagement and community enrichment.

### Policy for Library Acquisition of Permanent Artwork Collection

The Library Board (or designated committee), in cooperation with the Library Director, will consider prospective gifts and/or purchases of artwork to determine the appropriateness for inclusion in the Library's collection.

Artwork acquisition will be based on the following criteria:

- Inherent artistic quality (craftsmanship and use of materials)
- Recognizes and elevates a variety of local cultures, traditions, and identities to support equitable understanding, civic engagement, and community enrichment
- Artwork must be durable, sound, non-hazardous, and maintainable in terms of the nature of the materials.
- Context (compatible with surroundings, fits into available space)
- Potential patron appeal
- Alignment with other library policies

The Library will generally provide recognition to individuals, groups and/or corporations who donate services, financial support or gifts of art to the Library. Appropriate recognition will be determined through consultation with the donor and will generally be consistent with the recognition given to other library donors. Display of accepted artwork is at the discretion of the Library. There is no guarantee of display.

37 **Art Gallery**

38 This information pertains to the gallery space in the Wichern Family Reading Room, on the  
39 lower level of the library. A committee selected by the Library Board will evaluate proposals  
40 using the Criteria for Gallery Selection below. The Library Director may use his or her discretion  
41 to address the Library's scheduling needs. Decisions made by the committee and/or the Library  
42 Director are final.

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44 **Criteria for Gallery Selection**

45 General criteria for selecting artwork for gallery display include the criteria used for permanent  
46 collection acquisition above, with additional criteria listed below. Submissions need not meet  
47 all of the criteria in order to be acceptable.

- 48 • Priority given to local or regional artists and craftspeople who are seeking to expand  
49 their public exposure

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51 **Temporary/Rotating Exhibits & Displays**

52 Display and exhibit areas in the library are used by library staff to highlight collections, services,  
53 and programs. The Library Director or their designee is responsible for approving and selecting  
54 exhibitions/displays based on the library's needs and the space available. People or groups are  
55 welcome to make suggestions for exhibitions/displays to the Library Director or their designee.

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57 General criteria for exhibits and displays (need not meet all of the criteria in order to be  
58 acceptable):

- 59 • Highlights library collections, services, or programs
- 60 • Promotes literacy or is otherwise educational in nature
- 61 • Showcases a local resource or topic that may be of interest to library patrons
- 62 • Recognizes and elevates the wide variety of local cultures, traditions, and identities to  
63 support equitable understanding, civic engagement, and community enrichment
- 64 • Context (compatible with surroundings, fits into available space)
- 65 • Public safety/maintenance (structural soundness, non-hazardous materials, no  
66 maintenance required)
- 67 • Potential patron appeal
- 68 • Alignment with other library policies

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70 **De-Acquisition of Artwork**

71 The Library will work to retain all works donated to or purchased by the library, but does  
72 reserve the right to de-acquisition any items for any reason deemed by the Library Board (or

73 designated committee) to be in the best interest of the Library. De-acquisition will be approved  
74 by the Library Board (or designated committee). De-acquisitioned artwork may be sold,  
75 auctioned, or otherwise disposed of within the guidelines of the *City of Baraboo's Purchase*  
76 *Policy*.

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78 **Request for Removal of Artwork/Displays/Exhibits**

79 The Library welcomes citizens' expressions of opinion concerning artwork/displays/exhibits.  
80 Requests to remove will be considered within the context of the policy set forth in this  
81 document. Anyone who wishes to request that a specific item be removed from display must  
82 complete and sign the *Statement of Concern about Library Resources* form, available at the  
83 main service desk of the library. Requests for removal of artwork/displays/exhibits will only be  
84 considered if the person submitting the request is a resident of the library's service area. The  
85 form will be forwarded to the Library Director, who will generally respond in writing to the  
86 request within 15 days. While the request is being considered, the artwork/displays/exhibit will  
87 remain on display until a decision is made.

88 If the individual is not satisfied with the decision, a written appeal may be submitted to the  
89 Library Board within 10 business days of the Library Director's decision. Appeals can be given  
90 to library staff at the main desk in a sealed envelope to be forwarded to the Library Board, or  
91 an appeal can be emailed to the Library Director to be forwarded to the Library Board. The  
92 appeal will generally be placed on the agenda of the next regular meeting of the Baraboo Public  
93 Library Board of Trustees. If the Library Board plans to address the appeal at their board  
94 meeting, the individual will be notified of when and where the meeting will be held. The Board  
95 of Trustees reserves the right to limit the length of individual public comments or the length of  
96 the overall period for public comment at any meeting. The decision of the board is final. Again,  
97 the artwork/displays/exhibit in question will remain in their current location in the Library until  
98 the appeal process has been completed. Once the reconsideration process has been completed  
99 for a specific artwork/displays/exhibit, the artwork/displays/exhibit will not be reconsidered  
100 again for 2 years after completion of the process.

101 Specific artwork or exhibits may include themes that may be unorthodox, unpopular with the  
102 majority, or controversial in nature. The Library's display of these items does not constitute  
103 endorsement of their content but rather makes available its expression. The Library adheres to  
104 the principles of intellectual freedom, adopted by the American Library Association, as  
105 expressed in the *Library Bill of Rights* and the *Freedom to Read and Freedom to View*  
106 *Statements*.

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