



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Display Case Policy

Approved by the Library Board of Trustees, 8/24/2023

The Library maintains a display space for the interest, information, and enlightenment of the community. The Library's display area is made available to local non-profit community groups to promote their organization or event, as well as to South Milwaukee residents with personal collections of community-wide interest. Organizations and individuals may not put up displays or exhibits in other areas of the Library unless specifically invited by the Library as part of a joint venture.

The Library Board subscribes to the tenets of the American Library Association's Bill of Rights, which states in part, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the exhibit spaces does not constitute an endorsement by the Library of the views of those utilizing Library exhibit spaces.

The Library does not attempt to ensure that all points of view are represented in any exhibit. Granting of permission to display materials does not imply Library endorsement of content; nor will the Library accept responsibility for the accuracy of statements made in any exhibits.

All exhibits must meet existing State and Federal laws on obscenity, libel, defamation of character or invasion of privacy. Organizations or individuals who willfully violate this policy may be denied use of display space. Organizations and individuals may appeal Library staff decisions to the Library Board.

Application and Scheduling

Display cases may be reserved by contacting Library Administration staff. Reservation requests will be approved on a first-come, first-served basis and may be accepted up to 18 months in advance of the date requested. Display case exhibits may be displayed for up to one month.

Library Rights

The Library is not responsible for any loss, damage, destruction or theft of artworks or other objects in an exhibit. The Library reserves the right to determine the placement of exhibits and the conditions under which they will be displayed. The Library reserves the right to reschedule reservations based on Library and City needs.



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The Library reserves the right to photograph any portion of an exhibit.

The Library reserves the right to limit or prohibit at any time the use of display or exhibit spaces which, in the judgment of the Library Director or his or her designee, represent a threat to the health or safety of Library users, or the orderly use of the Library.

Exhibitor's Responsibilities

The organization or individual is responsible for setting up and taking down the exhibit. The Library staff is not available to assist with setting up or taking down the exhibit.

The name of the organization or individual responsible for the exhibit shall be clearly posted.

All exhibitors are required to sign a waiver which releases the Library from any responsibility or liability for items on display. Any person or group using the Library's display or exhibit spaces hereby agrees to indemnify and hold harmless the South Milwaukee Public Library and City of South Milwaukee from any and all actions or suits relating to its use of such spaces.