



Administrative

Policy: Library Exhibit Space

Purpose

The purpose of this policy is to provide an administrative process for the use of exhibit space at the Pleasanton Public Library that enhances the Library's educational, cultural and civic mission.

Policy

Exhibit Space. Library staff may establish exhibit space in the Library for use by the Library, other City departments, State and local public agencies, organizations co-sponsored by the City, and other interested persons and organizations. The location and size of the exhibit space shall be established within the discretion of Library staff, and may change based on Library programs and space requirements.

Submissions. Each organization or person interested in displaying materials in the exhibit space must complete and submit an application to Library staff. Submission of an application includes the applicant's agreement to the Terms and Conditions of Use of the Library Exhibit Space. Submissions shall not be made more than one year in advance.

The Library exhibit space is not a public forum. The current Library exhibit space is the primary passageway for members of the public, including many children, to reach the circulation and public meeting rooms of the Library. Accordingly, while submissions are evaluated by Library staff for compliance with this policy, the City discourages submissions for the Library exhibit space that include significant elements of sexually explicit imagery, nudity, graphic depiction of violence, or profanity. The Library exhibit space also is not intended as a place where businesses or individuals will engage in purely commercial speech.

Displays. Library staff shall determine scheduling and duration of displays in the Library exhibit space, including consideration of the artistic merit of the display and whether the proposed display is similar to recent other displays. If more requests are submitted than time and exhibit space are available, priority shall be given to: the Library, the City, organizations co-sponsored by the Library or the City, State and local public agencies, local organizations and persons who have not been exhibitors in the prior year, and

then others. In conjunction with this order of priority, submissions in compliance with this policy will be approved on a first-come basis.

Displays in the Library exhibit space which are not from the Library, the City, organizations co-sponsored by the Library or the City, or State and local public agencies, shall generally be for a one month duration. But, the duration may be shortened in the reasonable discretion of Library staff based on concurrent Library and City programs, or other exigent circumstances.

Approved submissions with scheduled timing for use of the Library exhibit space may not be transferred by the exhibitor to other organizations or persons. Library staff shall maintain an exhibit space calendar. No fee is charged for displays in the Library exhibit space.

Terms and Conditions of Use of the Library Exhibit Space. It is the responsibility of the exhibitor to set up and remove its exhibit in a timely manner during normal Library hours. Exhibitor acknowledges that due to the demand for exhibit space, failure to remove an exhibit within one business day of the end of an exhibitor's approved period of display will impact the subsequent exhibitor. Therefore, exhibitor agrees that if exhibitor's display has not been removed by the end of the exhibitor's approved period of display, the exhibitor expressly allows the next scheduled exhibitor to remove that exhibitor's items from the exhibit space, and waives any and all claims for damages to such items so removed.

Each exhibitor is encouraged to visit the Library prior to installation to determine how it would like its exhibit arranged. All exhibits must conform to the space restrictions of the display area. Exhibits may not include items which require electricity or other power sources, or any hazardous materials. The Library will not provide any supplies, equipment or staff assistance in the setting up or removal of any exhibit, nor will the Library provide storage of exhibit items.

The use of Library exhibit space shall not conflict with normal Library operations or with Library-sponsored or Library-related activities. Displays may not be changed after installation without prior approval of Library staff.

Each exhibitor agrees and acknowledges that the Library is not liable or responsible for preserving, protecting, preventing damage to or theft of any items displayed or exhibited. Exhibitor acknowledges that the Library exhibit space is currently in an area of the Library open to the public without any security features for the exhibit area, and that all items placed on display area are done at the exhibitor's own risk.

Distribution approved: _____

Nelson Fialho, City Manager

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