LIVERMORE PUBLIC LIBRARY

DISPLAY/EXHIBIT POLICY

I. Policy

The Livermore Public Library ("Library") welcomes the opportunity to allow community groups and organizations to use the various display and exhibit areas of its libraries ("display/exhibit space"). Display/exhibit space is provided for displays and exhibits for library purposes or of an educational, cultural, civic, charitable or recreational nature. Display/exhibit space is not provided for advertising for commercial enterprises nor for displays or exhibits related to specific candidates, campaigns, political parties or petitions. Display/exhibit space is not intended to be a public forum. Library walls and other locations not designated as display/exhibit space are not available for use by the general public.

The Library's display/exhibit policy is consistent with the American Library Association's Library Bill of Rights[1] and the ALA's interpretation of it titled "Exhibit Spaces and Bulletin Boards"[2]. In accordance with this document, display/exhibit space is made available on an equitable basis, regardless of the belief or affiliations of individuals or groups requesting their use. Materials in an exhibit or display will not be excluded because of the origin, background or views of those contributing to the creation of the displays or exhibits. Materials will not be proscribed or removed because of partisan or doctrinal disapproval or because some members of the community may disagree with its content.

The Library endeavors to present a broad spectrum of opinion and viewpoints. The Library does not endorse the beliefs or viewpoints of topics which may be the subject of exhibits or displays in the library. The Library does not guarantee that exhibits or displays are appropriate for all ages. Those who object to the content of any display or exhibit may submit a Reconsideration of Library Exhibit form which will be reviewed in accordance with established Library policies.

The Library shall have the final decision on the arrangement of all exhibits and displays. The Library reserves the right to reject any display or exhibit or part of a display or exhibit or to change the manner of display or exhibit that is not in conformance with the Library's display/exhibit policy or that is not in conformance with the Design/Exhibit Space Request approved by the Library for that display or exhibit.

II. Procedure

Those interested in using display/exhibit space must submit a completed and signed Display/Exhibit Space Request to Library Administration in advance of the proposed display or exhibit. No display or exhibit may be installed in a display/exhibit space without the prior approval of Library Administration. Display/Exhibit Space Request Forms are available at the Information Desk of the Civic Center Library, from the Library Administration office, on the Library's website, and at each branch library. If the proposed display or exhibit conforms to the Livermore Public Library Display/Exhibit Policy, and there is space available, the request shall be granted. Subject to the priorities set forth in the Library Display/Exhibit

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[1] Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. Copy on file in the Civic Center Library Administration Office.

[2] Adopted July 2, 1991, by the ALA Council; amended June 30, 2004. Copy on file in the Civic Center Library Administration Office.

Policy, requests for use of display/exhibit space by non-library affiliated groups will be honored on a first-come/first-serve basis and limited to no less than one week and no more than one month per calendar year per group or organization. The Library shall have priority for display/exhibit space. After the Library, organizations based in Livermore or serving primarily Livermore residents shall have priority for display/exhibit space. In order to provide maximum access to display/exhibit spaces, those organizations that have not used display/exhibit space within the past year shall have priority over those who have used the space more recently. Reservations for display/exhibit space shall not be made more than one year in advance. Each library facility will maintain a calendar of scheduled displays/exhibits in the available space.

It is the responsibility of the exhibitor to set up and remove the display or exhibit. Exhibitors are encouraged to visit the Library prior to installation to determine how they would like the display or exhibit arranged. The Library will not provide any supplies or staff assistance in the setting up or removal of a display or exhibit. Display/exhibit reservations are not transferable to another person or group. Displays/exhibits may not be changed after installation without prior consultation with the Library.

Library use of display/exhibit space takes precedence over any other use and the Library reserves the right to cancel the use of the display/exhibit space by non-library exhibitors if the Library Director or designee determines the display/exhibit space is needed for library purposes. The Library will use reasonable effort to give advance notice of such cancellation and to assist the exhibitor in reserving another date.

All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. If a display/exhibit is not removed as scheduled, the Library reserves the right to dismantle and dispose of the display/exhibit materials after making a reasonable effort to contact the exhibitor.

The Library will not provide storage for the property of organizations or individuals displaying in the Library.

No fees are charged for display/exhibit spaces and groups using display/exhibit spaces may not charge an admission fee, request donations or solicit funds.

Exhibit Criteria

All displays/exhibits must conform to this policy. All displays/exhibits must conform to the Display/Exhibit Space Request that the Library approved for that display/exhibit. All displays/exhibits must conform to the space restrictions of the display/exhibit areas. Displays/exhibits hung on the walls or display panels shall be done so securely and under the guidelines of the Library.

Labels for displays/exhibits must be furnished by the exhibitor. Lettering for signage or textual information shall be of high quality: neat, clear and articulately stated. All labels must be attached to the artwork frames and not adhered to the walls.

All art must be suitably framed, with hanging apparatus or mounted and stabilized on a pedestal or display case. Framed art work in the Civic Center Gallery must be installed on the gallery's hanging system or as free-standing art in the gallery space. Work that is fragile in nature or whose framing or display arrangement is of questionable durability may be rejected.

Displays/exhibits in any meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove or to view any display or exhibit while a meeting is in session.

The display/exhibit areas are open to the public only during the regular open hours

of the library unless by special arrangement.

III. Liability

The City of Livermore and the Livermore Public Library accept no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display or exhibit at the Livermore Public Library are done so at the owner's risk. The City of Livermore and the Library assume no responsibility for property damage, intellectual property claim, personal injury or death in connection with any display or exhibit. All exhibitors are required to sign a form which releases the City of Livermore and the Library from any responsibility for exhibited items or for any property damage, intellectual property claim, personal injury, or death in connection with any display or exhibit.

Damages to the Library premises, equipment or furnishings in connection with any display or exhibit shall be charged to the exhibitor.

Approved: September 16, 1993
Revised March 2003
Revised December 2012
Revised January 23, 2014

Livermore Public Library
1188 S. Livermore Ave.
925-373-5500

DISPLAY/EXHIBIT SPACE REQUEST

1. Subject to the priorities set forth in the Library's Display/Exhibit Policy, requests for use of display/exhibit space will be honored on a first-come, first-served basis. Displays/exhibits must be installed for a minimum of one week, and are limited to one month per calendar year per group or organization.

2. The Livermore Public Library shall have the final decision on the arrangement of all displays/exhibits. The Library reserves the right to reject any display/exhibit or part of a display/exhibit or to change the manner of display/exhibit if it is not in conformance with the Library's Display/Exhibit Policy or if it is not in conformance with the Design/Exhibit Space Request approved by the Library for that display or exhibit. If a display/exhibit is not removed as scheduled, the Library reserves the right to dismantle and dispose of the display/exhibit materials after making a reasonable effort to contact the exhibitor.

3. It is the responsibility of the exhibitor to set up and remove the display/exhibit including appropriate display labels attached to artwork frames. All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. No changes may be made to the display/exhibit once it is installed.

4. The City of Livermore and the Livermore Public Library accept no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed on display at the Livermore Public Library are done so at the owner's risk.

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Name of organization_____

Name of Exhibitor_____

Exhibitor's address & phone number_____

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Display/exhibit space requested_____

Date of display/exhibit_____

Description of display/exhibit_____

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I, the undersigned, representative of the above organization, provide the aforementioned materials for display/exhibit at the Livermore Public Library for the time period indicated. I have read and understood the Livermore Public Library Exhibit Policy and agree to comply with it. I understand that the Livermore Public Library accepts no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited and that all items placed on display/exhibit at the Livermore Public Library are done so at the owner's risk and have notified all participants in my organization of same. I agree to pay for any damage to the Library premises, equipment or furnishings in connection with any display or exhibit. I agree to indemnify, defend and hold harmless, the City of Livermore, its officers, employees, appointive boards and the Livermore Public Library from and against any and all loss, liability, claims, lawsuits, damage or injury of any kind, including, without limitation, claims for monetary loss, intellectual property infringement, property damage, equitable relief, personal injury, or wrongful death, arising out of or in any way connected to the display or exhibit. This indemnity includes,

but is not limited to, the payment of attorneys' fees and related costs. This indemnity shall not apply to the gross negligence or willful misconduct of the City of Livermore or the Livermore Public Library.

Signature_____Date_____
(Exhibitor)

APPROVED

Signature of Library Administration:_____Date_____

Form Approved:
Livermore Library Board
September 16, 1993
Revised March 2003
Revised August 2004
Revised December 2012
Revised January 23, 2014