

CITY OF PASADENA  
DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES  
**Policy Governing Public Use of Exhibit Spaces**

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The Pasadena Public Library is an information center for the community and encourages the free expression of ideas essential to an informed citizenry. To accomplish this role, the first objective of the Library is to serve as an active resource for learning, studying, and contemplating ideas. This objective is evidenced by, but not limited to, the basic functions of libraries in checking out books and other material as well as the offering of programs and services which advance the knowledge and experience of the citizens the Library serves. The offering of exhibit space in the Library is one method used to foster greater free expression and free access to ideas representing various points of view on diverse subjects. Violation of any or all elements of this policy may result in forfeiture of exhibit space usage.

I. STATEMENT OF PURPOSE:

Exhibit spaces aid library patrons in the pursuit of education, research, and recreation, and support the cultural and civic activities of the larger community through the following goals:

- A. Presentation of books, visual arts, crafts, paintings and drawings, sculpture, and a variety of media.
- B. Promotion of interest in the use of books and other library resources.
- C. Information about community affairs, organizations, services and activities.

II. STIPULATIONS FOR USE OF LIBRARY EXHIBIT SPACE

- A. Exhibit space is available to individuals and groups within the community on an equitable basis.
- B. The Library reserves the right to preempt any exhibit for a Library or City-sponsored event or exhibit. In such circumstances, the Library will put forth reasonable effort to give ample advance notice of such preemption and to assist the group in reserving another date or exhibit case.
- C. The Library does not endorse the beliefs or viewpoints of topics which may be the subject of library exhibits, whether Library-initiated or sponsored by an individual or group from within the community. A disclaimer to this effect may be placed in each exhibit case.
- D. Exhibits may not include defaming or obscene materials as defined by the United States Supreme Court, or materials which could lead to a breach of peace or which advocate the violation of state criminal laws.
- E. It is not the intent that this space be used as advertising space for commercial enterprises or political candidates. Exhibit space may not be used to sell anything.
- F. Exhibit space may be available for use for a one month period beginning the first day of the month and running through the end of the month. All exhibit materials must be removed by the last day of the month and Library staff will not be responsible for displays that are not removed by that time.

### III. EXHIBIT SPACE AVAILABLE FOR USE

A. Central Library makes exhibit cases available to groups and individuals for public use.

1. The following cases may be used for exhibits:

- a) Reading Wing                      2 cases
- b) Centennial Room                2 cases
- c) Humanities Wing                2 cases
- d) North Entrance                 2 cases

2. Displays in the North Entrance and freestanding displays in the Main Hall will include information on Library and City programs and services as well as artistic displays (arts, crafts, paintings and drawings, sculpture, and a variety of media) of broad popular interest.

3. The exhibit cases in the Centennial Room are for the purpose of displaying local history or displays of a historical nature, when available.

4. The exhibit cases in the Reading and Humanities Wings may be used for information about community affairs, organizations, services, activities, and current events reflecting on our life and times. These cases may also be used as additional space for large North Entrance, Centennial Room or Main Hall exhibits.

B. Some Branch Libraries have exhibit cases and display space. Exhibits in these locations are the responsibility of the Branch Manager and are prepared or solicited by Library staff at each site, but are still governed by the guidelines contained herein.

° Hastings Branch Library  
3325 E. Orange Grove Blvd.  
Pasadena, CA 91107  
(626) 744-7262

° Santa Catalina Branch Library  
999 E. Washington Blvd.  
Pasadena, CA 91104  
(626) 744-7272

° La Pintoresca Branch Library  
1355 N. Raymond Ave.  
Pasadena, CA 91103  
(626) 744-7268

#### IV. APPLICATION FOR USE

- A. A fully completed and signed Application to Use City Library Exhibit Space should be submitted by all exhibitors at least one month in advance of use to the Executive Assistant for the Library Director's approval.
- B. Administration Division of the Library shall provide an application which includes, but is not limited to:
  - 1. Name of the group or individual, contact person, address, telephone number.
  - 2. Written description of the purpose and nature of the exhibit and types of material to be exhibited, and titles of books if relevant.
  - 3. Monetary value of the work to be exhibited, if applicable.
  - 4. Information regarding the exhibitor's insurance policy.
  - 5. The dates and cases or space requested for the exhibit.
  - 6. A description of any publicity or media contacts that will be initiated by the exhibitor.
- C. The scheduling of exhibits is at the discretion of the Library Director.
  - 1. Applications will be processed on a first-come, first-served basis, with scheduling priority given to Pasadena-based exhibitors and exhibitors who have not previously presented an exhibit within the calendar year. Exhibit quality shall also be considered.
  - 2. The schedule of exhibits after deadline is at the discretion of the Library Director.
  - 3. Exhibits representing an "opposing viewpoint" to a previous exhibit will be given priority scheduling when possible in order to present a broad spectrum of opinion on a variety of subjects.
- D. Use of Library exhibit space will be limited to the type of exhibit stated in the approved application. At least two weeks in advance, the Executive Assistant shall be notified of any changes in the type of exhibit.
- E. The Executive Assistant will review all exhibit applications to ensure compliance with this policy. In order to verify compliance, exhibits will be reviewed following installation.
- F. Applicants whose applications for use are not approved will receive a letter stating the reasons for denial. An applicant may appeal such disapproval to the Library Director.

## V. EXHIBITOR'S GUIDELINES

- A. The Library strives to present museum-quality exhibits at all times. The Library Director or delegate may advise exhibitors on layout and signage for exhibits.
- B. Labels for exhibits must be furnished by the exhibitor. In all exhibit situations, lettering for signage or textual information should be neat, clear, and articulately stated, striving for a museum-quality look. Labels must not be taped to walls or exhibit cases. Prices may not be included on labels or anywhere in the exhibit.
- C. The exhibitor's name and telephone number may be posted in the exhibit.
- D. Printed publicity initiated by the exhibitor must be submitted to and approved by the Library Director or delegate well in advance of publication.
- E. The exhibitor assumes total responsibility for the transportation of all work to and from the Library.
- F. The exhibitor is responsible for the installation and dismantling of the exhibit as scheduled. If the Library must dismantle an exhibit because it is not removed as scheduled, the Library is not responsible for any damages and the exhibitor may be billed for staff time.

## VI. LIABILITY

- A. The exhibit cases must be left in satisfactory condition. Exhibitors using exhibit cases or exhibit space assume liability and shall be liable for any damage resulting from said usage, as assessed by the City.
- B. Neither the Library nor the City assumes responsibility for display materials, equipment, or any other articles and will not be liable for loss, theft, or damage thereto.
- C. The Library will dispose of abandoned exhibit materials after reasonable effort has been made to contact the exhibitor.

Responsibility for implementation: Melissa Perez, Executive Assistant, Office of the Director.