

CITY OF PASADENA
DEPARTMENT OF LIBRARIES AND INFORMATION SERVICES
Exhibitor Guidelines

Pasadena Public Library
285 E. Walnut St.
Pasadena, CA 91101
(626) 744-4062

The Library serves a public of many ages, backgrounds and beliefs. Exhibits in the Library aid Library patrons in the pursuit of education, research and recreation; support the cultural and civic activities of the larger community by presenting books and other media; promote interest in the use of books and other library resources and/or community services; share information about community affairs, organizations, and activities.

The Library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect may be placed in each exhibit case.

DISPLAY CASES AND FREESTANDING EXHIBITS

The Office of the Director coordinates and solicits displays, and provides information to assist groups or individuals using exhibit space at Central Library. Further information may be obtained by calling (626) 744-4062. Branch display space information is available by calling the branch library directly.

RESERVATIONS

Reservations for exhibit space at Central Library or branches may be made up to one year in advance by filling out the Application to Use City Library Exhibit Space. This application must be submitted at least 30 days in advance of the exhibit. Exhibit space is in heavy demand; please inform the Office of the Director of a cancellation as soon as possible.

The Library reserves the right to preempt any exhibit for a Library or City-sponsored event or exhibit. In such instances, the Library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date or exhibit case.

EXHIBIT DURATION

Exhibits may be on display for a one-month period with installation occurring the first of the month and removal on the last day of the month.

PUBLICITY

Printed publicity initiated by the exhibitor must be approved by the Library Director or delegate. The Library does not publicize exhibitor information or exhibitor sponsored events, unless approved by the Office of the Director.

TRANSPORTATION

The exhibitor assumes total responsibility for the transportation of all work to and from the Library.

EXHIBIT SETUP

Exhibitors are responsible for arranging the exhibits on or after the first day of the month during open hours unless other arrangements have been made. Exhibitors are encouraged to visit the Library prior to installation to determine how they would like the exhibit arranged. Exhibitors must bring their own supplies. The Library strives for museum-quality exhibits thus signage, labels and layouts must be neat and attractive. Price tags are prohibited and Library staff will not advertise prices. Tape and nails may not be used on the walls, back, or glass of an exhibit case. Permanent modifications to a display case are not allowed.

KEYS TO CENTRAL LIBRARY EXHIBIT CASES

The exhibit case keys will be available at the Front Desk during library open hours: 9am - 9pm Mondays – Thursdays, 9am – 6pm Fridays and Saturdays and 1pm – 5pm Sundays. Exhibitors will be asked to sign for the keys and be responsible for returning them.

EXHIBIT TAKEDOWN

Exhibitors are responsible for removing all items in their display on the last day of the month. If Library staff must dismantle an exhibit because it is not removed as scheduled, the Library will not be responsible for any damages. The exhibitor will be billed for staff time. In the case of an abandoned exhibit, Library staff will make reasonable effort to contact the exhibitor. An exhibitor's failure to respond will result in disposal of the items as determined by the Library in the Library's sole discretion.

LIABILITY

Although the exhibit cases are locked, the Library is a public building serving over 3,000 people per day. The Library does not assume responsibility or liability for the loss or damage of any part of an exhibit. Exhibitors agree to release the City of Pasadena, its employees, agents and representatives, from any and all liability, claims, or damages which in whole or in part result from, or arise out of, or are claimed to result from or arise out of any exhibitor's use of the Library's exhibit space.