

SUBJECT: EXHIBITS IN THE LIBRARY POLICY

PURPOSE

This policy establishes requirements for external organizations, groups, or individuals to reserve and make use of exhibit spaces in the library.

STATEMENT

The Santa Clara County Library District (SCCLD) may allow external organizations, groups, or individuals to use exhibit space in the library for the cultural interest, information, and enlightenment of the community. Exhibit space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Community Librarians manage exhibit spaces and are responsible for the reservation procedures in their library. Community Librarians may control time, place, and manner of use of exhibit space, provided that they do not discriminate against users based on ideology, beliefs, or affiliations of the sponsors. SCCLD assumes no responsibility or liability whatsoever, regardless of cause, for loss or damage to exhibitor property and supplies during installation, public display, or removal of the exhibition. SCCLD does not participate in commercial sales.

Exhibit Conditions

- Exhibitors must complete an Exhibit Agreement found on the next page of this document.
- The library is unable to store display materials before and/or after the exhibit.
- Works of art may be mounted only in authorized areas using approved materials that do not damage any building walls, pillars, or structures.
- If exhibit items are not removed by the prearranged time on the final day of the exhibition, SCCLD staff may take materials down.
- No items are to be removed during the exhibit period.
- Exhibitors must provide their own printed or typed identifying labels. No prices shall be affixed on or near any displayed materials.
- Exhibitor's contact information and the Exhibit Agreement will be available to the public.

Form:

Next update:

Index Term:

Reference:

Policy Author:
Deputy County
Librarian



SANTA CLARA COUNTY LIBRARY DISTRICT EXHIBIT AGREEMENT

Exhibitor's Name:
Phone:
Email:

Library:
Location of Exhibit (if multiple locations available):
Dates of Exhibit Display:
 From:
 To:

Description of Exhibition:

ITEM	TITLE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

By signing this agreement, you agree to adhere to the terms and conditions set forth in the Santa Clara County Library District's Exhibits in the Library Policy.

Signature of Exhibitor: _____

Date: _____

Approved by: _____

Date: _____