City of Glendora Administrative Policy No. 4.03 .

Subject:

LIBRARY DISPLAY POLICY

Effective:

October 1987, Revised June 15, 1992, Revised October 19, 1992, Reviewed July 19, 1999, Reviewed August 15, 2005, Reviewed

September 19, 2005, Reviewed August 20, 2007

Policy Objective:

To establish a policy for groups and individuals seeking to display artwork, photographs, hobby collections, or other non-commercial materials of an informative or aesthetic nature in the Glendora Library.

Authority:

Board of Trustees of the Glendora Public Library

Assigned Responsibility:

Library Director and staff

Procedures:

See Attached Regulations

City of Glendora Library and Cultural Center DISPLAY POLICY

(Administrative Policy # 4.03)

All potential display areas in the library facility are under the control of the Glendora Public Library Board of Trustees, with the Library Director administering the policy as established by the Library Board. Library policies protect first amendment rights, are enforced equitably, are available for review by the public and support the American Library Association's *Library Bill of Rights*. All questions arising from this policy are to be brought to the attention of the Library Board, if not resolvable by the Director.

<u>Literature Display Racks:</u>

Literature display racks are reserved for official City of Glendora information, events and programs.

As space is available, in priority order, the following materials will be made available:

- 1. Other local, state or federal government;
- 2. Quasi-governmental agencies (e.g. bus and light rail schedules);
- 3. Public school systems;

Commercial, for-profit, political, religious or personal ads are not permitted.

All literature must be reviewed and approved by Library management before it can be placed in the display racks.

Display Cases:

The Glendora Library provides display cases for individuals or non-profit groups to display original art work, photographs, hobby collections, or other non-commercial materials of an informative or aesthetic nature.

Granting of permission to display materials does not imply Library endorsement of content or responsibility for representing all points of view; nor will the library accept responsibility for the accuracy of any statements made in such materials. Displays using profane language, sexually explicit items, and materials depicting racial prejudices or graphic violence will not be permitted. Space is not available for displays which attempt to persuade the viewer to take a position on a political or religious issue. All displays must be primarily informational in nature. The identification of the individual, group, or agency responsible for the display must be clearly stated for the public to see.

The Library cannot provide transportation, staff assistance, or supplies for the display. The installation and removal of the display and the care of the display while exhibited are the sole responsibility of the exhibitor. Neither the City of Glendora nor the Glendora

Public Library shall incur any liability for either the installation or removal of the display or for protection of the display while it is being exhibited.

Except for library sponsored or co-sponsored activities, the Library will not be responsible or act as an agent for display items for sale. No prices may be posted on any display item.

Photographs taken inside the library or publicity dealing with the display must be cleared with the Library Director or designee in advance, and prior to the installation of the display. The library reserves the right to advertise the display in library-sponsored publicity.

Any deviation from the Display Guidelines must be cleared in advance with the Library Director or designee.

Approved and adopted this 20th day, of August, 2007

Ayes:	<u> </u>	City of Glendora
Noes:		Library Board of Trustees
Absent:		
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Robin Weed-Brown, Library Director

Jim Theel, President

DISPLAY CASE GUIDELINES

- 1. The same persons or group may book the display cases only once in twelve months, and no longer than 18 months in advance. The display may remain up for one month. Exceptions may be granted by the Library Director.
- 2. The exhibitor must be able to provide enough material to cover the allotted space adequately.
- 3. The exhibitor must submit a completed display application/release form prior to the installation of the display.
- 4. As a courtesy, the exhibitor will be reminded of the upcoming display two weeks in advance. An appointment will be made at this time for the actual installation.
- 5. The display must be installed and removed while the Library is closed to the public. The exhibitor must check with staff before removing the display.
- 6. Exhibitors who must cancel a display are encouraged to notify the Library as soon as possible.
- 7. Due to unforeseen circumstances, the Library reserves the right to cancel or reschedule a display.
- 8. The Library reserves the right to cancel any display that does not comply with Display policies and Guidelines.

CHILDREN'S DISPLAY CASE GUIDELINES

- 1. The exhibit must fit in a display case measuring 1ft. x 3 ft. and has 2 shelves.
- 2. The exhibitor is responsible for setting up the display and disassembling the display at the end of the display period during library hours.
- 3. As a courtesy, the exhibitor will be reminded of the upcoming display 1 week in advance. An appointment will be made at this time for the installation.
- 4. The display will be placed the first week of the month. The display period is 1 month.
- 5. The exhibitor/parent must submit a display application/release form at the time of installation of the display.
- 6. Please make arrangements to pick up your display no later than the 30th of the scheduled month.
- 7. Exhibitors who must cancel a display are encouraged to notify the library as soon as possible.
- 8. Due to unforeseen circumstances, the Library reserves the right to cancel or reschedule a display.
- 9. The Library reserves the right to cancel any display that does not comply with the Display Policy and Children's Display Case Guidelines.



City of Glendora Library & Cultural Center Display Case Application/Release Form

140 S. Glendora Ave Glendora, CA 91741 626.852.4891 M-W 10 am-9 pm Thu-Sat 10 am-5:30 pm www.glendoralibrary.org

The undersigned exhibitor acknowledges having read and understood the Display Policy, the Display Guidelines and this Application/Release Form. The exhibitor warrants that the proposed display is in compliance with the Policy and the Guidelines.

The exhibitor also acknowledges that the exhibitor is solely responsible for the installation, exhibition and the removal of the display and that the City of Glendora and the Glendora Public Library shall have no responsibility for the display.

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the CITY OF GLENDORA (or for my child to participate) for any purpose, the undersigned, for himself or herself and such participating children, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities. It is further warranted that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observations, use or participation by the undersigned and such children:

IN FURTHER CONSIDERATION THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

- 1. THE UNDERSIGNED, ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES NOT TO SUE the CITY OF GLENDORA, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property, whether caused by the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein affiliated with the CITY OF GLENDORA.
- 2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned or such children in, upon or about the CITY OF GLENDORA premises or in any way observing or using any facilities or equipment of the CITY OF GLENDORA.
- 3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY OR PROPERTY DAMAGE to the undersigned or such children due to the negligence of releasee or otherwise while in, about or upon the premises of the CITY OF GLENDORA and/or while using the premises or any facilities or equipment thereon.

The UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as it permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

I HAVE READ THIS RELEASE.		
Applicant/Parent Signature	Date	
Name of Child (if applicable)		

Copic/Type of display:				
tems on display:				
Date: from				
Estimated "market value" Intrinsic or sentimental value	\$)		
Organi	zation/Individua			
Address	City	State	Zip	
Exhibitor/Parent Signature Telephone #		Date	Date	
Approved by Robin Weed-Brown, Libr	Date	Date		



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