

Access and use of Facilities

03.05.03 Exhibits and Displays

Exhibits and displays at PCCLD libraries are designed to promote library resources, services, and events. Exhibits and displays are provided for the interest, information and enlightenment of the community and present diverse points of view. When space is available, exhibits and displays can also be designed to showcase items of interest to the community that are not owned by the library. PCCLD shall not exclude exhibits or displays because of the ethnic origin, ethnic background or gender identity of those contributing to the creation of the exhibit or display, nor because of the topic addressed by the exhibit or display.

All such exhibits and displays are designed and approved at the discretion of PCCLD library-supervisorsmanagers. Permission to display exhibits or materials does not imply library endorsement of content. In planning exhibits and displays, PCCLD staff seek to ensure that the library's mission to offer free and open access to information from around the world is met. The following are among the most important general criteria in making decisions around exhibits and displays:

- 1) Relation to library mission, annual and strategic goals, collections, resources, and programs
- 2) Community needs and interests
- 3) Availability of exhibit or display space
- 4) Treatment of content for intended audiences
- 5) Presentation quality
- 6) Creator, artist or author background/qualifications/authority in content area
- 7) Budget and staffing resources
- 8) Historical, social or educational significance
- 9) Connection to other community programs, exhibitions, or events
- 10) Intended experiences for targeted audiences
- 11) Intent to foster creativity, ingenuity, and entrepreneurship

When space is available, exhibits and displays can also be designed to showcase items of interest to the community that are not owned by the library. PCCLD may host a temporary exhibit or display of materials loaned by individuals, businesses or agencies. Prior to delivering items to a library, a lender must complete and sign a loan/exhibition agreement.

PCCLD's staff will not be involved in any potential sale of items included in an exhibit or display unless prior approval has been received from PCCLD's Executive Director or his/her designee.

See Also: 03.03.05 Request for Reconsideration of Library Resources

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03.05.03.G1 Exhibit and Displays ~~Case~~ Guidelines

Policy

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Guidelines

Preference for exhibit and display space is given to library staff for the promotion of library exhibits, materials, events and featured district themes. Library staff may also collaborate with local artists, collectors, schools, nonprofits and other community partners to develop exhibits and displays. ~~local nonprofit organizations.~~ Exhibits that are solely for commercial purposes, including the sale of goods and services, will not be considered. Displays are changed regularly, and exhibits should be relevant for at least one month~~two weeks~~. Groups or individuals desiring to provide a display or exhibit in collaboration with PCCLD staff should contact ~~the Community Relations Manager or his/her designee or~~ the manager of the library facility at least two months in advance. PCCLD reserves the right to preempt any exhibit or display. Each PCCLD library manager reserves the right to determine the schedule for ~~its~~ exhibits/displays at their location, including ~~their length~~, duration, location and frequency. Prior to delivering items to a library, a lender must complete and sign a loan/exhibition agreement.

Exhibits and displays may not contain dangerous or hazardous materials, including but not limited to explosives, biological, or chemical material, any device that creates noise while on display, firearms, or perishable materials. ~~Although t~~The library supports free speech and the First Amendment, and exhibits therefore may not include speech that is not constitutionally protected or material that would violate election laws if the library is being used as a polling site. Items may be excluded if they are determined to be illegal or would pose a health or safety hazard to library patrons. Appropriate public agencies may be consulted as part of the decision process.

Displays should be arranged in a neat and attractive manner with printed labels that are legible. ~~A card~~The lender, creator or artist may provide a card with their contact information for any potential sales to be conducted after the exhibit or display has been dismantled. For security and inventory reasons, staff cannot open display cases to show items to potential buyers or to permit items to be removed for sale.

The library will take reasonable care to ensure the safety and security of items displayed; however, the library assumes no responsibility for loss, damage, or theft. Exhibitors are encouraged to obtain insurance for items of value and will be required to sign a form releasing the library from liability. Items must be removed from the display case or exhibit area as scheduled. Items not removed by the scheduled pick up date may be removed or disposed of by PCCLD.

Display or exhibit of items in the library does not indicate endorsement of the issues, events, items, or services promoted by the displayed materials.

Name: _____

Address: _____

City: _____ Zip: _____ Phone: _____

Description, estimated value and condition of each item (complete reverse side):

Date item(s) loaned to PCCLD: _____ Date to be picked up: _____

Location where item(s) will be exhibited: _____

Exhibited for the period from: _____ to: _____

Are these items insured? Yes No

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INDEMNITY AGREEMENT

The library will take reasonable care to ensure the safety and security of items; however, the library assumes no responsibility for loss, damage, or theft. By signing this agreement, the lender agrees to defend, protect, indemnify and hold PCCLD harmless against all claims arising from negligence or fault of the lender or any of its agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the display of or damage to or loss of the loaned items listed. The lender is encouraged to obtain insurance for items of value. Items not removed by the scheduled pick up date may be removed or disposed of by PCCLD. The lender has read the guidelines for exhibits and agrees to the terms.

Lender

Date

Library Representative

Date

THE FOLLOWING IS TO BE SIGNED BY THE LENDER BEFORE REMOVING ITEMS

I have examined the items named above and find them to be in satisfactory condition.

Lender

Date

LOAN INVENTORY SHEET

DESCRIPTION OF EACH ITEM	VALUE	CONDITION

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CUSTOMER SERVICE – Access and Use of Facilities
Loan and Exhibition Agreement

Updated 06-27-24
Effective: 06-16-2009
03.05.03.F1

Access and use of Facilities

03.05.03.P1 Public Art Acquisition and Display Procedure

PCCLD possesses a small, non-circulating collection of paintings, art prints and sculptures. Limited display space in PCCLD libraries is made available to create environments which are comfortable, functional and aesthetically pleasing. To this end, gifts of works of art are welcome and may be accepted under the conditions established by PCCLD's Gifts of Materials Policy. From time to time, PCCLD may also purchase works of art to enhance its facilities.

PCCLD's Executive Director is authorized to accept works of art that meet established selection criteria. Gifts that do not meet the criteria will not be added to the Library's public art collection. Decisions on where and when donated or purchased public art may be displayed in a PCCLD facility will be made by the Executive Director, or ~~their~~his/her designee.

The Executive Director, at ~~their~~his/her discretion, may establish a committee to evaluate the acquisition of public art. This committee will be composed of a combination of persons from the community with expertise in art and persons who know and understand the Library environment. The committee may include library staff, ~~representatives from the~~ PCCLD Board of Trustees-~~members~~, working professional artists or other community members ~~who are~~ knowledgeable about art.

The Library will take reasonable care to maintain works of art in a manner that will preserve their value.

When accepting a work of art, the Library reserves the right to:

- Refuse any work of art offered for sale or as a gift
- Exhibit any donated object in a manner that is consistent with its policies, needs and available space. Acceptance of an object does not imply that it will be on permanent public display
- Move and relocate art work for any reason it deems necessary
- Dispose and sell a work of art upon approval of the PCCLD Board of Trustees.

Established Selection Criteria

- Quality: The art should have a standard of quality suitable for long term location in a public building.
- Style and nature: The art should be appropriate in scale, material, form and content for the library environment.
- Elements of design: Public art may have other functions besides aesthetic enjoyment. For example, a work of art may establish a focal point, modify, or enhance a space or identify a building function. The work of art should complement the building and its purpose.
- Durability: Works of art will be examined for durability taking the library environment into consideration. Extremely fragile items or those that are particularly attractive to vandalism are not appropriate for the Library setting.
- Maintenance costs. Whether selecting a work of art to purchase or determining if a gift may be accepted, the Library will take into consideration the cost of maintaining it over ~~its life~~-time. Start-up and on-going costs for cleaning, mounting, and insurance will be considered.

- Public liability: Works will not be selected or accepted that create unsafe conditions or contain other factors that may ~~impact~~~~bear on~~ public liability.
- Conditions of acceptance: In the case of gifts or donations, the donor's conditions may affect whether or not the gift will be accepted.

See Also: 03.03.04 *Gifts of Materials*
 03.03.05 *Request for Reconsideration of Library Resources*

CUSTOMER SERVICE – Access and Use of Facilities
Public Art Acquisition and Display Procedure

Revised 06-27-24
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03.05.03.P1