



Exhibit and Display Policy

The Alameda Free Library (Library) may allow external organizations, groups, or individuals based in the City of Alameda to use exhibit and display space in the library for the educational, informational, and cultural interest of the community. The Library welcomes exhibits and displays that strengthen its mission and facilitate connections within the community. This policy establishes requirements for external organizations, groups, or individuals to reserve and make use of exhibit and display space in the library.

In accordance with the American Library Association's *Library Bill of Rights*, exhibit and display space is available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

- Materials should not be excluded because of the origin, background, or views of those contributing to their creation. (Article I)
- Materials should not be proscribed or removed because of partisan or doctrinal disapproval. (Article II)
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. (Article VI)

The Alameda Free Library endeavors to present a broad spectrum of opinions and viewpoints. The provision of exhibit and display space for public use does not constitute or imply Library endorsement of the opinions or viewpoints of topics advocated by the exhibits and displays or the individuals or groups responsible for them.

Exhibit and Display Priorities

- Connection to Library mission, vision, and goals
- Relevance to local communities and activities
- Suitability of materials to the available exhibit or display space

Exhibit and Display Conditions

Library staff manage exhibit and display space and are responsible for the reservation procedures. Any individual or group interested in presenting an exhibit or display must adhere to the following conditions:

- Exhibitors must complete an Exhibit and Display Application.
- The Library will review all materials before being displayed.
- Exhibit and display spaces serve as passageways for employees and visitors of all ages as they navigate the library to access services. Accordingly, the Library discourages material containing images that include significant elements of sexually explicit imagery, nudity, or graphic depictions of violence.
- The Library reserves the right to remove any item from an exhibition on the above grounds or if the exhibition is a possible safety hazard, creates a maintenance problem, or otherwise interferes with library operations.

- Materials must fit the physical space available and may be mounted using approved materials that do not damage library facilities.
- Materials should be appropriate in scale, material, form, and content for the library environment.
- The minimum duration of an exhibit or display is 7 days, and the maximum duration is 90 days.
- Set up and removal must be completed within the prearranged timeframe.
- If materials are not removed by the prearranged time, Library staff may take materials down.
- No restrictions will be made by the Library to prevent members of the public from photographing an exhibit.
- The Library 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.
- Exhibits must not advocate for the purchase of an item or service.
- Exhibits must not disparage people or groups.
- Exhibitors must provide their own printed or typed identifying labels. No prices shall be affixed on or near any materials displayed because exhibits and displays are not provided for commercial purposes.
- Exhibitor's contact information and the Exhibit and Display Application will be available to the public.

An organization, group, or individual may appeal the denial of an Exhibit and Display Application in writing to the Library Director within 14 days of the denial. The Library Director will review the appeal within 14 days of receipt. If unsatisfied by the Library Director's response, the organization, group, or individual who submitted the application may appeal the decision to the Library Board. The Library Board will consider the appeal during its next regularly scheduled public meeting. The organization, group, or individual has 14 days from receipt of the Library Director's response to appeal the decision to the Library Board. The decision of the Library Board shall be final.