

**BERKELEY PUBLIC LIBRARY
POLICIES**

ORIGINAL DATE:	02/11/15
BOLT Resolution #:	R15-087
REVISED DATE:	
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SUBJECT: Policy Governing Use of Exhibit Spaces

I. PURPOSE

The purpose of this policy is to set forth rules governing the use by the Library of exhibit and display areas in Berkeley Public Library facilities. Upon adoption of this policy, Library staff will adopt procedures for implementing it in specific buildings and locations within buildings.

II. POLICY

In conjunction with its mission to provide services meeting the cultural, informational, recreational, and educational needs of its users, the Berkeley Public Library curates exhibits and displays. The goal of this policy is to provide fair, equitable, and consistent standards regarding the exhibit and display areas in a manner keeping with the Library's primary service goals. Library exhibits are not exclusively gallery spaces and are not a public forum. The Library has final authority over the review, selection and arrangement of all exhibits and displays. The Director of Library Services or his/her designee is responsible for ensuring that exhibits conform to these guidelines.

Stipulations for Library Exhibit Space


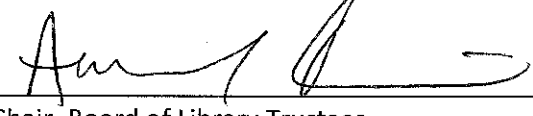
- The Library reviews and selects the materials before an exhibit is installed and establishes the schedule of exhibits.
- Exhibits must be accompanied by captions denoting the sponsor (if any), a title, and an interpretation of its purpose and meaning. For purposes of this policy, a "sponsor" is a person or entity that provides resources to enable the Library to display an exhibit, and does not imply that any given exhibit reflects the viewpoint of a "sponsor". The exhibit of any given material does not constitute an endorsement of any viewpoint expressed in it by the Berkeley Public Library; rather, exhibition of any work by the Library implies only that the Library believes the work has some artistic or other merit justifying its exhibition. Accordingly, the following disclaimer will appear in all display areas: "Any viewpoints or opinions expressed in this exhibit are not necessarily those of the Berkeley Public Library or the City of Berkeley."
- Library exhibition spaces are located in areas that are used by members of the public of all ages. Exhibits will not include libelous or obscene materials as defined by the U.S. Supreme Court, or advocate the violation of criminal laws. The Library reserves the right to reject any part of an exhibit or to change the manner of display.
- Exhibits may not include materials that support current candidates or ballot measures, whether local, state or national, nor may they include any advertising, solicitation or promotion of commercial products or services other than from an historic perspective.
- No admission charge, requests for donation or items for sale will be permitted. Artists are not to display prices next to their artwork during the duration of the exhibit. The Library is NOT a sales venue.
- Preparation, installation, and retrieval of materials for an exhibit are the responsibility of the artist or sponsor. If materials are not retrieved on the designated date at the end of the exhibit, as communicated to the artist or sponsor by the Library staff, Library staff will make reasonable

attempts to contact the owning party. If the materials are not retrieved within 90 days following the end of the exhibit, the materials will be disposed of in accordance with the Library's Unclaimed Property and Lost & Found Policy.

- The Library is not responsible for any artwork that is lost, damaged, or stolen while on exhibit or display. Although reasonable precautions will be taken to protect materials, the artist assumes the risk of loss of, or damage to, the piece as it is on display. The Library will not be responsible for the reimbursement or replacement of lost, stolen or damaged material.
- The Library may remove any exhibit that does not comply with this policy, after reasonable notice and, if appropriate, an opportunity to cure.

The Library welcomes expressions of opinion from citizens concerning exhibits in Library facilities. If a Library patron questions the content, tone, or placement of an exhibit, he/she may address the concern with a Library staff member. Patrons who wish to continue their request for review of a Library exhibit may submit a *Request for Reconsideration* form to the Neighborhood Services Manager in the case of a Branch Library exhibit or to the Deputy Director of Library Services in the case of a Central Library exhibit. Requests for review of an exhibit will be considered in the same manner as requests for reconsideration of Library materials in accordance with the Library's Collection Development Policy.

The Director of Library Services is authorized to issue rules and procedures that are consistent with this policy and which further its implementation.

Reviewed by:		3/10/11
	Director of Library Services	Date
Approved by:		3-9-15
	Chair, Board of Library Trustees	Date