

The Kern County Library allows community groups and organizations to use the various display and exhibit spaces within its facilities. Space is provided for displays and exhibits of cultural, civic, charitable, recreational, and educational nature, not for advertising for commercial enterprise or for exhibits to promote specific campaigns, candidates, or political parties.

The Kern County Library adheres to the Library Bill of Rights as affirmed by the American Library Association. In accordance with this document, display and exhibit spaces at the Kern County Library are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The right of free speech, which is an integral part of the public library's mission, is extended to exhibits displayed at the library. Materials in an exhibit or display space will not be excluded because of the origin, background, or views of those contributing to the creation of the displays or exhibits. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.

The Kern County Library endeavors to present a broad spectrum of opinion and viewpoints. The Kern County Library does not endorse beliefs or viewpoints of topics which may be the subject of exhibits or displays in the library.

Such exhibits do not represent the Kern County Library viewpoint and a notice to that effect will be affixed to each display space.

The Kern County Library shall have the final decision on the arrangement of all exhibits and displays. The Library reserves the right to reject any part of an exhibit or to change the manner of the display.

## **Exhibit Procedure**

Applications for use of display/exhibit space are available at each branch library. Application for use of the display/exhibit space by non-library affiliated groups will be honored on a first-come basis and limited to 4 weeks per calendar year per group or organization. In order to provide maximum access to exhibit spaces, those organizations that have not used exhibit space within the past year shall have priority over those who have used the space more recently. Reservations for display/exhibit space shall not be made more than one (1) year in advance. Each library facility will maintain a calendar of scheduled displays/exhibits.

It is the responsibility of the exhibitor to set up and remove the display/exhibit. Exhibitors are encouraged to visit the Library prior to installation to determine how they would like the display/exhibit to be arranged. The Library does not provide any supplies or staff assistance in the setting up or removal of an exhibit. If assistance is needed in setting up an exhibit/display, the exhibitor must schedule this assistance with the Branch Supervisor at the appropriate branch library.

Display/exhibit reservations are not transferable to another person or group. Displays/exhibits may not be changed after installation without prior consultation with the Library.

Library use of display/exhibit spaces takes precedence over any other use and the Library reserves the right to cancel the use of the display/exhibit areas by outside exhibitors if the Library Director or designee determines the display space is needed for Library purposes. The Library will put forth reasonable effort to give advance notice of such preemption and to assist the exhibitor in reserving another date.

All displays/exhibits must be set up and removed with as little interference as possible to the daily operations of the Library. Displays/exhibits will be set up and removed prior to the opening of the Library facilities to the public whenever possible.

The Library will not provide storage for the property of organizations or individuals displaying in the Library.

No fees are charged for display/exhibit spaces and groups using display/exhibit spaces may not charge an admission fee, request donations, or in any way solicit funds.

### **Exhibit & Display Criteria**

All displays/exhibits must conform to the space restrictions of the display/exhibit areas.

In library locations where hardware for hanging displays, exhibits, and art work has been provided, those items shall be hung on walls securely and under the guidelines of the library.

Labels for displays/exhibits must be furnished by the exhibitor. In all display/exhibit situations lettering for signage or textual information should be of high quality; neat, clear, and articulately stated.

The Library shall not be responsible for handling any money from the sale of items displayed. Exhibitors who desire to sell items shall include as part of their display/exhibit information on how to purchase items. Any items sold during the display period shall remain on display until all items are scheduled to be removed.

Displays/exhibits in any meeting room shall be available to the general public only when no other meetings are in session. No meetings shall be interrupted to set-up, remove, or to view any display/exhibit while a meeting is in session.

The display/exhibit areas are open to the public only during the regular open hours of the library unless by special arrangement.

### **Liability**

The Kern County Library accepts no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed on display at the Kern County Library are done so at the owner's risk. All exhibitors are required to sign a form which releases the Library from any responsibility for displayed/exhibited items.

Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the individual or group responsible.

Those who object to the content of any exhibit may submit a Reconsideration of Library Exhibit from which will be reviewed in accordance with established library policies.