# CITY OF PASADENA DEPARTMENT OF INFORMATION SERVICES Exhibitor Guidelines

Pasadena Public Library 285 E. Walnut St. Pasadena, CA 91101 (626) 744-4062

The Library serves a public of many ages, backgrounds and beliefs. Exhibits in the Library aid library patrons in the pursuit of education, research and recreation; support the cultural and civic activities of the larger community by presenting books and other media; promote interest in the use of books and other library reso urces and/or community services; share information about community affairs, organizations, and activities.

The Library does not necessarily endorse the beliefs or viewpoints of topics which may be the subject of an exhibit. A disclaimer to this effect will be placed in each exhibit case.

# DISPLAY CASES AND FREESTANDING EXHIBITS

The Administration Division of the Library coordinates a nd solicits displays, a nd provides information to assist groups or individuals using exhibit space at Central Library. Further information may be obtained by calling (626) 744-4062. Branch display space information is available by calling the branch library.

# **RESERVATIONS**

Reservations for exhibit space may be made up to one year in advance by filling out the Application to Use City Library Exhi bit Space. This application must be submitted at least 30 days in advance of the exhibit. Exhibit space is in heavy demand; please let us know of a cancellation as soon as possible.

The Library reserves the right to preempt any exhibit for a Library or City-sponsored event or exhibit. In such instances, the Library will put forth reasonable effort to give adva nce notice of such preemption and to assist the exhibitor in reserving another date or exhibit case.

# **PUBLICITY**

Printed publicity initiated by the exhibitor must be approved by the Library Director or delegate. Flyers and media contacts may also be initiated by the Library.

# **TRANSPORTATION**

The exhibitor assumes total responsibility for the transportation of all work to an different the Library.

### **EXHIBIT SETUP**

Exhibitors are responsible for arranging the exhibits on or after the first day of the month unless other arrangements have been made. Exhibitors are encouraged to visit the Library prior to installation to determine how they would like the exhibit arranged. **Exhibitors must bring their own supplies**. The Library strives for museum-quality exhibits, so signage, labels and layouts must be neat and attractive. The exhibitor's name must be posted in the exhibit, but price tags are not allowed. Tape and nails may not be used on the walls, back, or glass of an exhibit case. Permanent modifications to a display case are not allowed.

### **KEYS TO EXHIBIT CASES**

The exhibit case keys will be available at the Reference Desk during library open hours: 9-9 Monday –Thursdays, 9-6 Friday & Saturday and 1-5 Sundays. Exhibitors will be asked to sign for the keys and be responsible for returning them.

### **EXHIBIT TAKEDOWN**

Exhibitors are responsible for removing all items in their display on the last day of the month. If library staff must dismantle an exhibit because it is not rem oved as scheduled, the Library will not be responsible for any da mages. The exhibitor will be billed for staff time. In case of an abandoned exhibit, library staff will take reasonable effort to contact the exhibitor, and then dispose of the items as the Library sees fit.

#### LIABILITY

Although the exhibit cases are locked, the Library is a public building serving over 3,000 people per day. The Library does not assume responsibility or liability for the loss or damage of any part of an exhibit.