CITY OF LINCOLN ADMINSTRATION POLICY	**NUMBER: 102**
PREPARED BY: DARLA WEGENER DIRECTOR OF LIBRARY SERVICES	**DATE: May 13, 2008**
SUBJECT: LIBRARY EXHIBIT POLICY	**AUTHORITY : CITY MANAGER**
	CITY MANAGER: GERALD JOHNSON

PURPOSE

The purpose of this administrative policy is to provide information and process for the use and coordination of exhibit space in the library.

DEFINITIONS

Library Exhibit Use Form: a contractual document that outlines the guidelines and requirements necessary for the use of exhibit space in the library.

GENERAL POLICY

As an educational and cultural institution, the Lincoln Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of art, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. Exhibits must support the Library's mission to serve the educational, informational, and recreational needs of its patrons and to reflect the community standards of Greater Lincoln. Knowing that the library serves people of differing interests, needs, and concerns within the Lincoln community, exhibits selected will:

- Reflect a wide range of interests and viewpoints
- Depict cultural, economic, and social diversity
- Support self-education and supplement formal education
- Support recreational, civic, and cultural pursuits of the community
- Represent current and historical interests.
- Interest people of differing ages, ethnic groups, and lifestyles

Some exhibit material chosen may be offensive, shocking, or boring to some but may be meaningful and significant to others. Material will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain views, language, or depictions that may be controversial. Selection of material will not be restricted by the possibility that the item may be viewed by minors. The Library will not censor or remove a display, exhibit, or item because some members of the community may disagree with its content.

Intellectual Freedom and Censorship Statement

This policy supports article six of the American Library Association Bill of Rights: "Libraries should make exhibit spaces available to the public they serve and should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." (Adopted January 23, 1980 by ALA Council, March 14, 2006 by Lincoln City Council, and April 4, 2006 by the Library Advisory Board).

Selection
The Art Committee under the director of the Director of Library Services reserves the right to reject any display or item for exhibit. These include exhibits which in the judgment of the library are illegal or which may interfere with the normal operation of the library, such as exhibits that advocate only one side of extremely controversial issue or reflect poorly on the local community. The Art Committee will be thoughtful and sensitive in choosing exhibits to be displayed.

Materials to be exhibited must be approved prior to placement by the Art Committee. The committee is appointed by the Library Advisory Committee and includes members of the Library Advisory Committee, Library Staff, and community representatives. The Art Committee will also make decisions regarding placement of exhibits when necessary.

Gifts
Donations of material or funds to enrich the library exhibits of art are welcome. Gifts of material will be accepted into the library’s art collection at the discretion of the Director of Library Services or designee working with the Art Committee. Material received but not used by the library is subject to disposition at the library's discretion. See the Gift and Donation Policy for further information.

The use of exhibit space by any group or individual shall not imply endorsement or approval by the Lincoln Public Library. Each display will have a card indicating who prepared it and who to contact for information.

Accessibility
The public, regardless of age, has free access to all library exhibits selected and displayed in the library. Placement of exhibits within the library is generally based upon appropriateness for public showing.

Any restriction of a minor's access to exhibits is the responsibility of the parents or guardians, not library staff. The library cannot act in loco parentis (in the place of a parent), thus staff cannot restrict access of library exhibits to minors.

Liability
The Library, City of Lincoln, Sierra College, Western Placer Unified Schools District, their employees, students, volunteers or patrons, assume no responsibility for loss, theft, or damage of any property of any group or individual using any of the Library exhibit spaces, and in addition, assume no responsibility for the personal injury, including death, of any individual using the exhibit spaces. All items placed in the Library are done so at the owner’s risk.

Requests
Request for an exhibit must be submitted in person, by phone, or by fax during regular business hours. If all requirements are met and the room is available an e-mail is sent confirming the reservation. Regular use of exhibit space cannot be guaranteed.
The following conditions will apply:

- The exhibit areas may be reserved for educational, cultural, civic, and governmental displays. All exhibits will be free and open to the general public.
- Purely commercial use of the exhibit space is prohibited.
- Each individual or group will be required to complete an Exhibit Request Form.
- Requests may be taken up to 12 months in advance, and are booked on a first-come, first-serve basis.
- No exhibit will be on display for a period exceeding 60 days.
- Only one request per calendar year is allowed by any one group or individual.
- Cancellations must be received in writing one week in advance. All work shall be submitted ready for exhibit.
- Installation process must adhere to library guidelines.
- Library staff is not available to provide assistance in setting up or taking down displays. Member of the Art Committee may choose to oversee some installations. People and organizations setting up or taking down displays must leave the facility neat, clean, and in orderly condition.
- Exhibitor must set up and remove displays by the agreed upon time.
- Art work on display at the library may be sold under the following conditions: All sales are to be handled directly by the artist or the artist's agent off library grounds. Donations to the Friends of Library of a percentage of all sales as a result of a library exhibit is encouraged as this helps fund future art purchases, displays, and programs. The work of art that is purchased will remain on display until showing period is passed.

Request for Reconsideration
Patrons wishing to express concerns about a particular display, exhibit, or item will be invited first to discuss their concerns with the Director. Should a patron still wish to request the exhibit be reconsidered, the request for reconsideration should be provided in writing. The letter must include the title, artist, an explanation of the objections, citing specifics from the material in question and contact information, including name, address, phone number and e-mail.

The staff member receiving the complaint will forward the patron's letter to the Director of Library Services. The Director, Art Committee, and appropriate library staff will evaluate the material and compose a response with recommendations for action. The Director will finalize the response to the individual or group making the request for reconsideration.