

# Redwood City Public Library Display Policy

## ***Display Policy:***

The Redwood City Public Library gladly accepts interesting and informative displays and collections in the Main Library's display cases. Before scheduling a display period at the library, we ask you to look over these guidelines.

- Exhibits should be of an informational, and/or entertaining nature. Informational exhibits must be accurate and positive in presentation and all exhibits attractively presented.
- By the act of exhibiting, the exhibitor(s) accept these guidelines and shall hold harmless the City of Redwood City and any and all of its employees and elected and appointed officers from any damage by reason of injury to or loss of any item exhibited.
- A period of one month is the maximum time allowed for any display case exhibit. Exhibits will be booked on a calendar month basis (first day of month through last day). Shorter periods of time can be arranged, but are not encouraged.
- Exhibitors are responsible for setting up displays and taking them down. If the exhibitor has not removed the display by the end of the month, a library staff member will remove the display and keep it in a staff area for a maximum of seven days until it is picked up. After seven days the library staff will determine what is to be done with the display. However, the library will not be responsible for the safety or security of the display in these instances.
- Exhibits that promote a cause or denigrate any other cause, organization, issue, person or persons will not be deemed acceptable for display.
- The library, the City of Redwood City, their employees and officers cannot assume responsibility for accidental breakage of articles on display or for their theft.
- In all cases, the Library Director will be the final judge as to whether any material offered for display is acceptable.
- Displays by and for the City of Redwood City, the Redwood City Public Library and/or its supporting organizations shall take precedence over other displays.
- Arrangements to exhibit any displays in the library can be made by individuals or designated members of organizations. For bookings or additional information, please contact Jacky Averill at 650-780-7016 or [averill@plsinfo.org](mailto:averill@plsinfo.org).

*Library Board of Trustees  
Redwood City Public Library  
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