

Pomona Public Library

Display & Exhibits Policy



The display cases at the Pomona Public Library are available for use by the general public. The library will consider requests by individuals and community groups engaged in educational, cultural, informational and artistic activities to make use of the library's exhibit cases and display areas. By accepting a display or exhibit, the library does not endorse or advocate the viewpoints of exhibits or exhibitors. Displays and exhibits will be accepted and scheduled for view by the Director of the Library, or by a designated staff member. Hosting an event at the library connected to the display is welcome and encouraged.

Conditions & Requirements for Exhibitors

- Scheduling for all displays and exhibits will be done in advance with the Director of the Library or a designated staff member. Scheduling is done on a first-come first-served basis.
- Exhibits should aid the library in its mission to meet the diverse informational, educational and recreational needs of all of the citizens of the City of Pomona. Exhibits may not interfere with the general operation of regular library activities.
- Exhibitors are responsible for creating their displays; setting up and removing them as scheduled. Library Staff does not provide installation assistance but is allowed to dismantle a display if necessary.
- Labels for exhibit items will be provided by the exhibitor. They may not be attached to a wall or exhibit case or contain prices. They should be attractive. Exhibitors may post signs or posters for their exhibits in the library if it is approved beforehand by the Library Director or designated staff.

Hold Harmless Clause

- In return for the Library's approval of an application to allow a display and/or exhibit at the Pomona Public Library, Exhibitor expressly agrees to indemnify and hold harmless the Library and/or the City and their officers, agencies and employees from and against any and all rights, claims, liabilities, damages, costs, attorney fees, judgments, actions or losses of any kind or nature whatsoever which may be sustained or suffered by or secured against the Library and/or the City and its officers, agencies and employees arising out of or related in any way whatsoever to the display and/or exhibit for which the Exhibitor is applying, including, but not limited to, the loss or damage of said display and/or exhibit.
- The Library assumes no responsibility for the preservation, protection or possible damage or theft of any item displayed or exhibited. All items placed in the Library for exhibit are so placed at the owner's risk.



Pomona Public Library

Request for Exhibit/Display Space

Name of Individual or Organization _____

Street Address/P.O. Box _____

City _____ State _____ ZIPcode _____

Phone: () _____ FAX: () _____

e-mail: _____

Date you would like exhibit to begin: mm/dd/yy ____/____/____ **-or - ASAP** _____

Does your exhibit relate to a public celebration, holiday, event or commemoration? Yes ____ No ____

Name of public event, celebration, etc. _____

Please Describe your Exhibit/Display _____

of items to be displayed in display case (s) _____ -or - gallery _____

Signature of Exhibitor _____ **Date** _____

By signing this application, I acknowledge that I have read the Pomona Public Library "Display & Exhibits Policy," attached hereto, and that I understand and agree to follow each of the "Conditions & Requirements for Exhibitors" contained therein and agree to hold the Library and City harmless for any and all loss. I further agree that the Library shall have the right to determine the final size, location, and duration of my/our exhibit, and to accept or reject this request for exhibit space.

For Staff Use Only

Date Request Received _____ Date Exhibitor Notified _____

Exhibit Schedule FROM: _____ TO: _____

Exhibit Set-up Date _____ Exhibit Removal Date _____