



Hercules Public Library Art Exhibit Policy

I. Purpose

The Hercules Public Library, as a focal point of our community, can be a place where we share with each other artifacts that celebrate our heritage and works of art we have created ourselves. This will help our appreciation for each other grow, and enrich our children's sense of their community.

II. Procedures

A. Requirements

Exhibits must:

1. Have cultural, educational, or civic interest.
2. Not advocate or support any political party, candidate for public office, or ballot measure.
3. Not promote any commercial venture (other than the selling of original artwork exhibited).
4. Not be obscene or defamatory as defined by the U.S. Supreme Court.
5. Not advocate breaking the law or disturbing the peace.

B. Application Procedure

The Community & Library Services Commission will accept applications from individuals and organizations wishing to exhibit their materials in the Hercules Public Library. The Hercules Public Library Exhibit Application must be filled out completely and signed before it will be considered by the Exhibit Subcommittee of the Community & Library Services Commission. Applications (along with accompanying information forms and photographs) will need to be turned in to the City of Hercules Parks & Recreation Department Liaison to the Community & Library Services Commission or to Library staff. The Exhibit Subcommittee of the Community & Library Services Commission will meet no less than once per quarter and possibly once a month, depending on the number of applications to consider. (Applicants can call Hercules City Hall or check the City website for the date and time of the Exhibit Subcommittee meeting. Applications and materials will be evaluated for compliance with this policy, practicality of exhibit, fair access, and public benefit.

The Exhibit Subcommittee will accept or decline applications, with some explanation. The Community & Library Services Commission reserves for the Exhibit Subcommittee the right to

accept only part of an exhibit. The Exhibit Subcommittee may also choose to accept an exhibit application, but not schedule that exhibit until a future meeting.

The Exhibit Subcommittee will contact applicants within one week of the decision to inform them of the dates their exhibit will be scheduled, or the reasons the exhibit was not scheduled. The Exhibit Subcommittee reserves the right to reschedule exhibits. Exhibits may be combined, sharing exhibit spaces with materials from other applications.

Applicants may appeal a decision by the Exhibit Subcommittee not to schedule an exhibit to the full Community & Library Services Commission. The commission will reconsider the application during the Exhibit Subcommittee report. Applicants must be present and prepared to explain why the exhibit should be scheduled. If the full commission votes to accept the application the Exhibit Subcommittee will add it to the exhibit schedule at its next regular meeting.

By its authorized signature on the Exhibit Application, the Applicant certifies that Applicant has read, understood, and agrees to abide by all rules and policies of the County of Contra Costa ("County") and the City of Hercules ("City") governing the use of the Hercules Public Library ("Library") its exhibit and display areas. Applicant understands and agrees that the failure to do so will result in the loss of current and future privileges for the use of the Library or its exhibit spaces.

By its authorized signature on the Exhibit Application, Applicant hereby certifies and agrees that Applicant shall, to the fullest extent permitted by law with legal counsel selected or approved by the City or County, defend, indemnify and hold harmless the City, the County, the Library and their officers, agents, employees and volunteers from and against any and all liability, loss, damage, expense, costs, attorney's fees and claims that arise out of, pertain to or relate to the exhibit or display or their installation or maintenance.

Applicant's duty to defend and indemnify the City and County shall include, but it shall not be limited to, claims, demands, actions or causes of action or liability for personal injury, bodily injury, sickness or death or property damage as well as claims for alleged statutory or constitutional violations or injunctive or other provisional relief that arise from or relate to the contents of Applicant's exhibit or display.

Applicant further agrees that the County, the City, the Library and their officers, agents, employees and volunteers are not responsible in any manner for any theft of or damage to Applicant's exhibit or display.

C. Selection Criteria

The Community & Library Services Commission may allow exhibitions from organizations or

individuals that are engaged in a wide range of educational, cultural or intellectual activities. Exhibition proposals will be evaluated based on the following criteria: treatment of exhibition content and approach, quality of implementation, artistic quality, originality, suitability to Hercules Public Library exhibition spaces, budget considerations, relevance to broad based and diverse community interests, usefulness to a general audience, and historical or educational significance. Additionally the Community & Library Services Commission welcomes proposals that relate to Hercules Public Library collections and resources, reflect the cultural diversity of Hercules, attract a wider audience, or connect to other exhibitions or programs in the community presented at or about the same time.

The Community & Library Services Commission retains the right to determine the suitability of any proposed exhibition to be allowed in the Hercules Public Library. Please be aware of the following considerations when submitting a proposal. Hercules Public Library exhibition spaces are not exclusively gallery spaces and are not exclusively a public forum. These areas are also passageways for employees and members of the public of all ages to reach certain Library services. Accordingly, the Community & Library Services Commission discourages proposals containing images that include significant elements of sexually explicit imagery, or graphic depiction of violence. The Community & Library Services Commission reserves the right in its discretion to reject all or any part of an exhibition or to change the manner of display.

Hercules Public Library exhibition spaces may not be used for commercial or political purposes, for the solicitation of business, for profit or for fundraising. Neither the City of Hercules nor the Contra Costa County Library necessarily advocate or endorse the viewpoints of exhibitions or exhibitors. Preparation of materials for exhibition purposes is the responsibility of the exhibitor. The Community & Library Services Commission reserves the right to remove or cause to be removed any exhibit at any time.

D. Installation and Removal of Exhibits

The Exhibit Subcommittee will notify the library staff of the scheduled dates and specific exhibit areas for accepted exhibits. Exhibitors will arrange with library staff the specific times the exhibit sponsor will hang and remove the materials. These times will be scheduled during normal library operating hours.

Priority in use of the exhibit spaces will be given to exhibits linked to programs and activities sponsored by the Contra Costa County Library or the Friends of the Hercules Library. Exhibits must not interfere with normal library operations or with library sponsored or related activities.

The Exhibitor must not substitute other pieces for those approved by the Exhibit Subcommittee, nor transfer their scheduled exhibit to another person or organization.

Exhibitors must bring all artwork to the library presentable and ready for hanging. Exhibitors must provide frames for the artwork to be mounted or framed and compete with hooks or wires that will support it securely and protect the library walls. There may be a limited number of frames available for use during a scheduled exhibit. Exhibitors must use existing hooks and hanging systems in the library and cannot install any attachments to the wall, including tape or other removable adhesives.

Materials may only be exhibited in the areas designated by the Community & Library Services Commission. Members of the Exhibit Subcommittee or library staff may instruct exhibitors concerning the exact placement of individual pieces.

Neither the city nor the library staff will assist with setting up or taking down the exhibit. No meetings in any of the meeting rooms will be interrupted or disturbed to put up, remove, or view exhibits. The exhibit put up must be the same as described in the application.

The exhibitor is responsible for removing an exhibit as scheduled. If the library must remove and store an exhibit because it is not removed as scheduled, the library is not responsible for any damages and the exhibitor may be billed for staff time.

E. Exhibit

No part of an exhibit may be changed or removed after being put on exhibit without the approval of the Exhibit Subcommittee.

Exhibits must include information identifying the exhibit sponsor. Library staff will have contact information for the exhibit sponsor including name, phone number, and address; this information will be given to patrons upon request.

Exhibits must include the following disclaimer (sign to be provided by the library staff): This exhibit area is available for use by community groups and individuals. The exhibits are not intended to express the views of the Contra Costa County Library, its staff, the Community & Library Services Commission, or the City of Hercules. They represent the views of the group or individual preparing the exhibit.

Any display or distribution of non-library materials relating to the exhibit must be in conformance with the Contra Costa County Library Rules for the Display and Distribution of Non-Library Materials.

F. Operational Notices

Under the direction of the branch manager, library staff may put up temporary notices or

decorations in support of library operations or programming on or next to doors, windows, staff workspaces, or library service points. These notices should be neat and attached in ways that do not mar surfaces.

G. Special Exhibits

Non-rotating exhibits and exhibits that would be on display in spaces other than those listed as display spaces will be considered separately by the Exhibit Subcommittee.

III. Cultural Exhibits

The wall space on the wavy wall, above the Multicultural Collection, and the exhibit cases at either end of the shelving should give priority to exhibits related to the cultural heritage of the people of Hercules or the history of the city itself. Exhibits should stay up for one to two months at the discretion of the Community & Library Services Commission depending on demand, and can be scheduled up to twelve months in advance to coincide with holidays or community events. If no heritage-themed exhibit is available the Community & Library Services Commission may schedule other exhibits in this space, and if an exhibit uses only the wall or the exhibit cases the unused space can be filled with other artwork from the community.

IV. Local Art Exhibits

The exhibit space in the meeting room, the conference room, and the Homework Center are for long-term exhibits, up to one year. The wall outside Study Room C should give priority to artists and artist's groups of Hercules, Pinole, Rodeo, and Crockett. Exhibits should stay up for one to two months at the discretion of the Community & Library Services Commission depending on demand, and can be scheduled up to six months in advance. If no exhibit by local artists is available the Community & Library Services Commission may schedule other exhibits in this space.

V. Young Adult Room Exhibits

The wall space in the young adult room on the northwest wall and on the north wall above the computer work stations should give priority to art created by middle and high school students residing in or attending school in Hercules, Pinole, Rodeo, or Crockett, coordinated through the Community & Library Services Commission and Hercules Library Teen Advisory Board, should one be created. Exhibits should remain for one to two months, depending on demand for the space, and may be scheduled up to twelve months in advance to coincide with other youth activities in Hercules.

VI. Children's Library Exhibits

The wall space on either side of the entrance to the Story Cone, above the bookshelves, should give priority to artwork created by the elementary and middle school children residing in or attending school in Hercules, Pinole, Rodeo, or Crockett. The exhibit should change as frequently as monthly, as interest allows. As these pieces will be above eye level they should be at least 24"x36" in size. If no children's art is available other works could be exhibited here if they are appropriate for and interesting to children.

VII. Information Form

Organizations and individuals submitting an application to exhibit in the Hercules Public Library should fill out, in addition to the Hercules Public Library Exhibit Application, the Hercules Public Library Exhibit Information form. Library staff will make these forms available to patrons in a binder at the reference desk so patrons can learn more about the exhibits and individual pieces. These forms would remain in the binder for twelve months after an exhibit is taken down.

VIII. Sales of Exhibited Artwork

Artists or artist's groups may exhibit items that are for sale, with the individual prices listed near the pieces or in the informational form binder, at the discretion of the Hercules Library Commission. All sales must take place between the artist and buyer outside library premises, with no direct involvement of the library staff or the City of Hercules. Sold items must remain on exhibit in the library until the end of the exhibit period.

IX. Sculpture

Sculpture can be exhibited independently of hanging artwork as space allows, as determined by the Community & Library Services Commission.

X. Reconsideration of Exhibits

Those who object to the content of any exhibit may submit a Reconsideration of Library Exhibit form which will be reviewed at the next regular meeting of the Community & Library Services Commission, provided it is submitted to Hercules City Hall at least one week in advance of the meeting. Members of the community who wish to respond to a particular exhibit may present an "opposing viewpoint" exhibit which may receive scheduling consideration.

Community & Library Services Commission Art Exhibit Application

This form must be filled out completely and submitted for consideration. Incomplete or unsigned forms will not be considered.

Name of Exhibitor (an individual or organization): _____

Contact Person: _____ Position in Org.: _____

Email Address: _____ Phone Number: _____

Home Address: _____

Exhibit Content/Purpose: _____

Exhibit Space Desired: _____

Exhibit Dates Desired: _____

Please attach a description of the exhibit, including the size of each piece (and weight, if over five pounds), nature and origin of the exhibit, and include photographs of all pieces.

By placing its authorized signature below, Applicant hereby certifies that Applicant has read, understood and agrees to abide by all rules and policies of the County of Contra Costa ("County") and the City of Hercules ("City") governing the use of the Hercules Public Library ("Library"), its exhibit and display areas. Applicant understands and agrees that the failure to do so will result in the loss of current and future privileges for the use of the Library or its exhibit spaces.

By placing its authorized signature below, Applicant hereby certifies and agrees that Applicant shall, to the fullest extent permitted by law with legal counsel selected or approved by the City or County, defend, indemnify and hold harmless the City, the County, the Library and their officers agents, employees and volunteers from and against any and all liability, loss, damage, expense, costs, attorney's fees and claims that arise out of, pertain to or relate to the exhibit or display or the installation or maintenance and or removal. Applicant duty to defend and indemnify the City and County shall include, but it shall not be limited to, claims, demands, actions or causes of action or liability for personal injury, bodily injury, sickness or death or property damage as well as claims for alleged or statutory or constitutional violations or injunctive or other provisional relief that arise from or relate to the contents of Applicant's exhibit or display.

Applicant further agrees that the County, the City, the Library and their officers, agents, employees and volunteers are not responsible in any manner for any theft or damage to Applicant's exhibit or display.

Signature: _____ Date: _____

 Approved At Exhibit Subcommittee Meeting held on: _____ (date)
 Not Approved Reason: _____

Dates of Exhibit: _____ Set up date: _____ Take Down date: _____

Exhibit Area Assigned: _____

Hercules Public Library Exhibit Information Form

This form is intended to help library patrons who want to find out more about the exhibits in the library. All fields are optional.

Name of individual or group presenting the exhibit: _____

Contact Information: _____

(leave blank if you wish patrons to contact you through the library only)

Exhibit title and description:

Individual Pieces:

#	Title	Artist	Price	Notes (media, size, date, etc)
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