



California State Library Exhibit Policy

Exhibit Mission Statement

The mission of the California State Library is to serve as the state's information hub, preserving California's cultural heritage and connecting people, libraries and government to the resources and tools they need. In support of the State Library's mission, the Exhibit Committee will oversee exhibit selection and logistics in order to feature library assets and offer cultural programming that enriches the lives of Californians.

Exhibit Selection Criteria

Exhibits selected will further the State Library's mission and goals while also upholding the American Library Association's Bill of Rights, which states: "[...] materials should not be excluded because of the origin, background or views of those contributing to their creation."

The State Library reserves the right, however, to amend or refuse proposed exhibits that fall outside its mission. While the Exhibit Committee reserves the right to consider additional criteria, the following attributes are sought in selecting exhibit proposals:

- Promotes the values, goals, and collections of the State Library;
- Provides an aesthetic and educational experience that appeals to the public;
- Creates an appreciation of California's history, culture, and diversity;
- Builds community or partnerships;
- Coincides with State Library's exhibition calendar and availability of exhibit staff availability; and
- Conforms to the requirements of State Library's available display areas.

Role of the Exhibit Committee

The Exhibit Committee will serve as the programming coordinator, dedicated to advancing the State Library's goals and future development. The committee will consist of library employees and will report to the State Librarian.

The committee will focus primarily on promoting the many treasures in the State Library's collections. In addition, the committee will offer exhibit spaces in the State Library to outside exhibitors, such as state agencies, libraries and the general public. Making the State Library's exhibit spaces available to community programs will encourage cultural diversity and foster future partnerships.

The committee is primarily concerned with exhibits in common spaces like the Circulation Room and second floor hallways of the Stanley Mosk Library & Courts Building, the rotunda and Mead B. Kibbey Gallery of the 900 N Street building. This will allow individual State Library sections flexibility in curating exhibits in their own areas.

The committee is responsible for facilitating exhibits by reviewing and approving exhibit proposals. It will oversee the installation of non-State Library exhibits and submit to the State Librarian an exhibits calendar and a year-end report.

In addition, the committee will solicit suggestions from interested library employees, state agencies or members of the community on exhibit ideas, such as book displays, art shows or media demonstrations.

The committee will meet on a regular basis to review exhibit proposals. The committee will create a two-year schedule for tracking all State Library exhibits. The committee will be responsible for the final approval of exhibits and inventory lists of items displayed at State Library.

An Exhibit Coordinator will facilitate communication between exhibitors and the committee. The coordinator will explain exhibit rules and procedures, assist with exhibit proposals and deal with any issues that may arise.

Rules

All exhibitors must read the State Library's exhibit policy and fill out the applicable forms before an exhibit will be approved.

Outside exhibitors using a State Library display space must sign a waiver releasing the library from any liability regarding damage or loss of the exhibitors' property. The State Library is **not** responsible for display security.

Outside exhibitors cannot claim the State Library's endorsement or imply sponsorship by the State Library unless it has been approved in writing by the library.

All exhibits will be open to the public, during designated library hours and free of charge.

Exhibit designs must be Americans with Disabilities Act complaint and accessible to a diverse audience. Please refer to the [Smithsonian Guidelines for Accessible Design](#) (PDF).

Exhibits are suggested to run for a minimum of three (3) months but may run no longer than six (6) months. However, an extension may be granted on a case-by-case basis.

All exhibits must be installed and dismantled within the agreed upon schedule, unless the Committee grants an extension.

Exhibit Preparation

Exhibit proposals will be accepted year-round by the Exhibit Committee. The committee will review exhibit proposals and, if approved, the exhibit will be calendared. Non-library entities seeking to display an exhibit must read and sign the State Library's Exhibit Proposal Form. An inventory of the items to be displayed must be submitted with the Exhibit Proposal Form.

All exhibits should be on the calendar and have start and end dates. The exhibit coordinator will oversee installation and dismantling schedules as well as troubleshoot exhibition problems.

The specific needs of each exhibit such as labeling, book stands, issues with display cases or exhibition walls will be listed in the proposal form and discussed with the library's exhibit coordinator who will then work with the library's Business Services Office as needed. Outside exhibitors will be responsible for creating their own display labels and bringing their own display accessories. Display labels and accessories must be approved by the Exhibit Committee prior to an exhibit's installation.

If items from the State Library's collections are requested for inclusion in an exhibit, the items must be displayed in a way that keeps them undamaged and in their original condition. Primary concerns are light damage, temperature, humidity and improper mounting.

Outside exhibitors who need the assistance of State Library staff with installation or dismantling must specify this need in their Exhibit Proposal Form. The committee's approval will be based on exhibit priorities, the exhibition schedule and existing staff workload.

The exhibit coordinator and Business Services Office staff will be available to provide guidance and advice during the installation period.

Sound, video or computer displays will require Exhibit Committee approval due to installation and removal considerations.

The exhibitor will be responsible for safety considerations. Safety considerations include the accommodation of disability access, clear routes of escape in an emergency and placing cables and cords so that they are not trip-hazards. Items, such as portable display walls, must be secured to prevent movement or damage to people or items.

Publicity and Promotion

Promotion and the cost of publicity materials are the responsibility of the exhibitor.

Receptions

Rooms and spaces may be available for receptions and/or activities linked to exhibits, depending on scheduling and facility limitations. Plans and details should be described in the Exhibit Proposal Form and discussed with the library's exhibit coordinator and the Business Services Office.

Use of the library's reading rooms or Circulation Room during or after business hours must be approved by the State Librarian. Any additional costs for security for such an event are the responsibility of the exhibitor. Use of shared space with the courts, such as the Memorial Vestibule at 914 Capitol Mall, must be approved by the Department of General Services.

Use of Room 500 at 914 Capitol Mall is available during business hours and must be requested through the library's Public Information Office. After hours use of Room 500 must be approved by the State Librarian. Additional costs for maintaining security after State Library business hours are the responsibility of the exhibitor.

Dismantling of Exhibits

The exhibitor will dismantle the exhibit within the agreed upon timeline listed in the Exhibit Proposal Form. All scheduling conflicts related to dismantling should be discussed with the exhibit coordinator. Outside exhibitors will be responsible for dismantling their own exhibits.

The display area will be returned to its original state. Any expenses incurred from damages or other unforeseen problems are the responsibility of the exhibitors and must be addressed immediately following the dismantling of the exhibit. Examples of types of damage requiring immediate attention include:

- Patching and/or repainting of walls or any other library surface;
- Repair of any damage to windows, pedestals, carpeting and exhibit cases (including glass, molding, fabric bases, and locks) that may result during installation and dismantling; and
- Any cleaning services deemed necessary to return the space to its original condition.

The State Library uses Business Services Office staff for these purposes. ***Exhibitors must pay any costs incurred.*** It is strongly recommended that exhibitors allow for these types of unanticipated expenses in their budgets.

Documents Consulted

American Library Association, [Library Bill of Rights](#)

Bartlett Public Library District, [Exhibits and Display Policy & Procedures](#) (PDF)

California State University, Sacramento, **Library Exhibits Policy**

Hofstra University Museum, [Exhibition Proposal Form](#)

San Francisco Public Library, [Exhibitions Policy and Exhibition Guidelines](#)

Smithsonian Accessibility Program, [Smithsonian Guidelines for Accessible Exhibition Design](#) (PDF)

Smithsonian Institution, [The Making of Exhibitions: Purpose, Structure, Roles and Process](#) (PDF), October 2002

University of Washington Libraries, [Exhibit Proposal](#) and [Exhibit Release Form](#)