

Downtown Display Policy

REDWOOD CITY PUBLIC LIBRARY | redwoodcity.org/library | 650.780.7020



Redwood City Public Library Downtown Display Policy

The Redwood City Public Library accepts interesting and informative displays and collections in the Downtown Library's display cases. Before requesting a display period at the library, we ask you to look over these guidelines. 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 Administration at 650-780-7061

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.
- Exhibits that denigrate any cause, organization, issue, person or persons will not be deemed acceptable for display.
- 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.
- 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.
- 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.