

EXHIBITS AND DISPLAYS POLICY

Library and Community Services
800 Alma St., Menlo Park, CA 94025
menlopark.gov



Purpose

The Library and Community Services department hosts exhibits and displays in departmental public facilities, subject to the limitations and rules of this policy. The purpose of exhibits and displays is to showcase resources, information, artworks, creative expressions, physical artifacts, and other materials that may be of interest and/or relevant to the lived experiences of City of Menlo Park residents of all ages, backgrounds, and walks of life. This policy applies to exhibit and display spaces located in City of Menlo Park facilities managed by the Library and Community Services department and does not necessarily apply to City of Menlo Park facilities managed by other City of Menlo Park departments.

Evaluation and prioritization

All exhibits and displays must be submitted to Library and Community Services staff for evaluation. When evaluating exhibits and displays, staff will use evaluation and prioritization criteria including but not limited to:

1. First priority is given to City of Menlo Park-sponsored exhibits and displays
2. Second priority is given to exhibits and displays from official partner government agencies, schools, and nonprofit organizations
3. Other third-party proposals of a civic, cultural, informational, artistic, recreational and/or educational nature may be submitted for consideration and may be selected for display if space is available and the submitted items meet the criteria outlined in this policy. Due to limited space preference is given to Menlo Park area information
4. Depending on the location of the exhibit or display, facility rental fees may apply.

For all exhibits and displays, the Menlo Park staff shall take into consideration the following:

- Relationship of the proposed exhibit or display to architectural features (shelving, desks, support structures), natural features (landscaping, etc.), and urban design (pedestrian walkways, etc.)
- Public access to and visibility of the exhibit or display
- Potential impact of the proposed exhibit or display to public health and/or safety
- Inclusivity for all Menlo Park residents
- Relevance of the proposed exhibit or display to the Menlo Park community.

The City of Menlo Park does not endorse the content of any exhibit nor display, excepting those that are directly sponsored and installed by the City of Menlo Park. The views expressed in exhibits and displays do not necessarily reflect the views of the City of Menlo Park, its officers, employees, or partner agencies.

Procedure

Proposals for exhibits and displays must be submitted in writing to Library and Community Services staff for review. Proposals shall be submitted on an application form provided by the Library and Community Services department, including but not limited to the following information:

- Name, residence address, and other identifying information
- Purpose and intent of proposed exhibit/display and its relevance Menlo Park residents
- Inventory of all materials proposed to be displayed, including detailed descriptions of ownership, provenance, physical condition, fragility, rarity, and systems required to frame and/or mount the materials for safe display.
- Exhibitor must install and remove all displayed items according to instructions provided by Library and Community Services staff
- No storage space is available. Materials left on the premises after the assigned removal date may be removed and/or discarded
- Outside organizations are responsible for labeling and providing their own materials

Exhibits and displays will be maintained regularly by Library and Community Services staff. Regardless of space limitations, exhibits and displays will not be kept on display for longer than six weeks, absent permission from the Library and Community Services Director for a longer exhibit period. Displayed materials may be removed or rearranged at any time by and at the sole discretion of Library and Community Services staff.

The City of Menlo Park reserves the right to refuse, modify, remove, and/or discard any materials submitted for exhibits and displays for any reason, including but not limited to the criteria noted in this policy. Appeals may be

addressed to the Library and Community Services Director, whose decision regarding the disposition of materials in Library and Community Services facilities is final.

Prohibited materials

Library and Community Services facilities, exhibits, displays, and other public spaces shall not display nor distribute any of the following materials:

- Partisan political messages, petitions and/or similar items (during local, state, and federal elections, nonpartisan informational material may be displayed)
- Religious messages, displays, and/or expressions of religious doctrine or belief
- Services or products for sale or rent
- Solicitations for membership, except for City-sponsored membership activities
- Solicitations for fundraising, except for Library and Community Services-sponsored fundraising activities
- Material that violates any City policy, procedure, or rule; or that violates local, state, and/or federal law.

Removal, relocation, alterations

The City of Menlo Park reserves the right to remove, relocate, alter, decommission, or dispose of exhibited and displayed materials for any reason, including but not limited to:

- The materials violate City policies, rules, and/or procedures; or violate local, state, and/or federal law
- Loss due to theft, accident, vandalism, or natural disaster
- If the condition or security of the materials cannot be reasonably guaranteed
- If the removal of the materials is deemed necessary by City staff to reasonably protect public health and safety, and/or to preserve the ability of all visitors to safely and securely use the public space for its intended purpose
- Materials installed without prior approval by Library and Community Services staff may be removed and/or discarded by Library and Community Services staff without notification to the materials' owner
- The City of Menlo Park assumes no responsibility for loss or damage to materials on exhibit or display. Materials are placed on exhibit or display at the owner's risk.

Policy review

This policy shall be reviewed at least once every five years.

Policy history

Action	Date	Notes
Policy recommended	March 18, 2024	Library Commission recommended