THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on _____ December 14, 2004 _____ , by the following vote:

AYES:	SUPERVISORS GIOIA, UILKEMA, GREENBERG, DESAULNIER
NOES:	none
ABSENT:	SUPERVISOR GLOVER
ABSTAIN:	none

RESOLUTION NO.   2004/656

SUBJECT: IN THE MATTER OF ADOPTING A POLICY FOR THE USE OF EXHIBIT CASES AND THE DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS POLICY

Upon recommendation of the County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No. 93/526 in its entirety) for the Use of Exhibit Cases and the Distribution of Non-Library Materials in libraries:

Contra Costa County Library
POLICY FOR THE USE OF EXHIBIT CASES AND THE
DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS POLICY

It is the policy of the Contra Costa County Library to encourage the use of library exhibit cases and the display and distribution of non-library materials for cultural, educational, or civic purposes. Space is available for use by community groups and individuals. Such exhibits, displays, and materials are not intended to express the views of Contra Costa County or of the Library or its staff. They represent the views of the group or individual preparing the exhibit or providing the display and distribution.

RELIGIOUS USE
~~Such exhibits and displays and distributions shall not be used for religious services.~~

COMMERCIAL USE
Such exhibits and displays and distributions shall not be used for commercial purposes.

POLITICAL USE
No exhibit or display or distribution shall advocate or support any political party or candidate for public office.

APPLICATION FOR USE
All groups or individuals requesting the use of a library exhibit case must fully complete the Application and Permit for Use of Exhibit Case prior to the exhibit. All groups or individuals requesting to post, display, or distribute materials must obtain prior authorization.

RULES FOR USE
The County Librarian shall promulgate rules for the implementation of this policy. Such rules may contain branch specific rules. The County Librarian may deny any application or revoke any permission previously granted when such application or permission is for a use not permitted by this policy, when the application has violated the rules promulgated by the County Librarian, or when the exhibit case or display area is needed for library purposes.

cc: County Librarian
        County Administrator
        County Counsel

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: _____
JOHN SWEETEN, Clerk of the Board
of Supervisors and County Administrator

By _____ Deputy

CONTRA COSTA COUNTY LIBRARY
RULES FOR THE DISPLAY AND DISTRIBUTION
OF NON-LIBRARY MATERIALS

I. Posters, flyers, brochures, newspapers, newsletters, and other informational materials for non-library events and activities may be displayed or posted in Contra Costa County libraries if they meet the following criteria:

A. Authorization has been obtained to display or distribute the material. All material left outside the library, or left without prior authorization, will be thrown away.

B. Available space exists in the library for the material.

C. ~~The material is not used for religious services.~~

D. The material includes no instruction on how to vote, either for a candidate or a political party. (Announcements of political meetings are permissible.)

II. Priority for the use of library display and distribution areas shall be given to materials for library sponsored programs and activities and Friends of the Library sponsored programs and activities.

III. Use of library display and distribution areas shall not conflict with normal library operations or with library sponsored or library related activities.

IV. Library display and distribution area usage shall be scheduled on a first-come, first-served basis.

V. The Library is not responsible for the return of materials left for display or distribution.

VI. Additional rules for the display and distribution of non-library materials in each community library may be promulgated. Such local rules shall be determined on a rational basis specific to community library needs and conditions.

CONTRA COSTA COUNTY LIBRARY
RULES FOR THE USE OF EXHIBIT CASES

I.   **Exceptions to these Rules**

Exhibits at the Hercules Public Library are governed by the Hercules Public Library Exhibit Policy developed by the Hercules Library Commission and adopted by the Hercules City Council on March 27, 2007

II.   Exhibits must:

A. Be of cultural, educational, or civic interest.

B. ~~Not be for religious services and activities.~~

C. Not advocate or support any political party or candidate for public office.

D. Not be used for commercial purposes.

III.   Priority for the use of exhibit cases shall be given to library sponsored programs and activities and Friends of the Library sponsored programs and activities.

IV.   The use of exhibit cases shall not conflict with normal library operations or with library sponsored or library related activities.

V.   The use of exhibit cases shall be scheduled on a first-come, first-served basis.

VI.   The County Librarian may promulgate additional rules for the use of exhibit cases in each community library. Such local rules shall be based on specific community library needs and conditions.

VII.   An exhibit will not be allowed if it requires space in excess of that designated as exhibit space in each library.

VIII.   An exhibit shall include information identifying the exhibit sponsor. Upon request the name, address, and telephone number of the contact person for the exhibit will be available to persons so requesting.

IX.   Exhibits must include the following disclaimer: (Disclaimer sign will be provided by the library.)

> **The exhibit case is available for use by community groups and individuals. The exhibits are not intended to express the views of Contra Costa County or of the library or its staff. They represent the views of the group or individual preparing the exhibit.**

X.   An Application and Permit for Use of Exhibit Case must be filled out by an exhibitor prior to an exhibition. If the library does not have the signed application form at the time the exhibit is to be set up, the exhibit shall not be set up.

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

XII.   Individuals setting up exhibits must bring his/her own materials and supplies.

XIII.   The contact person is responsible for setting up and later removing the exhibit in accordance with the dates and times approved on the Application and Permit For Use of Exhibit Case.

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Antioch Library
Address:	501 W. 18th Street, Antioch, CA 94509
Telephone Number:	(925) 757-9224

DISPLAY/POSTING

Available Space:

1. One (1) bulletin boards in lobby

Maximum Time Before Event Posted:	Two (2) months

Maximum length of time information posted:
    Until date of event has passed; or, if undated material, one month

Maximum Size:	Poster Size, 16" X 20"

DISTRIBUTION

Available Space:	Small display unit and small shelf
Maximum Size:	None
Maximum Number:	None

Maximum Length of Time Kept:
    Until date of event has passed or, if undated material, one month

Folder of Community Newsletters:	☐ YES ☒NO

DISPLAY AREA AVAILABLE

1. Lobby Case, 9' 7" Long X 6' High X 2' ¾" Deep   **LOCK**   ☒ Yes   ☐ No

Advance Booking Time:	Up to one year
Maximum Length of Time for Exhibit:	One month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Bay Point Library
Address:	205 Pacifica Avenue, Bay Point, CA 94565
Telephone Number:	(925) 458-9597

DISPLAY/POSTING

Available Space:	No Area Available
Maximum Time Before Event Posted:	
Maximum length of time information posted:	
Maximum Size:	

DISTRIBUTION

Available Space:	No Area Available
Maximum Size:	
Maximum Number:	
Maximum Length of Time Kept:	
Folder of Community Newsletters:	☐ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Lobby case	**LOCK**	☐ Yes ☐ No
2. Table top glass display case	**LOCK**	☐ Yes ☐ No
Advance Booking Time:		
Maximum Length of Time for Exhibit:		

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Brentwood Library
Address:	104 Oak Street, Brentwood, CA 94513
Telephone Number:	(925) 516 - 5290
DISPLAY/POSTING	
Available Space:	
1. Wall Space in Adult Area, Bulletin Board 4'H x 7'L	
2. Wall Space in Children's Area, One Bulletin Boards, 12'2"L x 4'H	
Maximum Time Before Event Posted: One (1) month	
Maximum length of time information posted: Until date of event has passed; or, if undated material, one month	
Maximum Size:	None
DISTRIBUTION	
Available Space:	
Maximum Size:	
Maximum Number:	None
Maximum Length of Time Kept:	One month
Folder of Community Newsletters:	☒ YES ☐ NO
DISPLAY AREA AVAILABLE	

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Clayton Library
Address:	6125 Clayton Road, Clayton, CA 94517-1241
Telephone Number:	(925) 673-0659

DISPLAY/POSTING

Available Space:

1. One bulletin board 6' x 4'

Maximum Time Before Event Posted:	None

Maximum length of time information posted:

   Two months undated or until date of event has passed (not responsible for returning items)

Maximum Size:	8 ½" x 14"

DISTRIBUTION

Available Space:	Shelving in Browsing Area
Maximum Size:	None
Maximum Number:	50 of any one item
Maximum Length of Time Kept:	Indefinite or until date of event has passed (Not responsible for return items)
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall case inside library has three adjustable glass shelves and wood floor. 45" x 18:
    The case if approximately 55" tall. It is locked and has interior overhead lighting.
                                          LOCK   ☒ Yes   ☐ No

Advance Booking Time:

   Each exhibitor may now display only once in every 12-month period, and booking time is still
   up to one year ahead.

Maximum Length of Time for Exhibit:	One month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Concord Library
Address:	2900 Salvio Street, Concord, CA 94519
Telephone Number:	(925) 646-5455

DISPLAY/POSTING

Available Space:

1. Double-sided free-standing bulletin board, 6' x 4'
2. Wall board, 3'9" x 2'11"
3. Young Adult Area, wall board, 12' x 2'
4. Children's area, wall board, 5' 10" x 2' 10"

Maximum Time Before Event Posted:	Two (2) months
Maximum length of time information posted: Until date of event has passed; or, if undated material, two months	
Maximum Size:	8 ½" x 14"

DISTRIBUTION

Available Space:

1. Handout display rack (adult)
2. Young Adult Area, one (1) table
3. Children's Room, One (1) desk

Maximum Size:	13 ½" x 10 ½"
Maximum Number:	Limited by space available
Maximum Length of Time Kept:	Until date of event has passed (two months) Undated material: One (1) month
Folder of Community Newsletters:	☐ YES ☒ NO

DISPLAY AREA AVAILABLE

1. Vestibule wall case, 11 ½'Long x 3'H x 1'Deep	**LOCK**	☒ Yes	☐ No
2. Wall case inside library, 10'Long x 3' 8"H x 1 ½'Deep	**LOCK**	☒ Yes	☐ No
Advance Booking Time:	Six months in advance. No one group may book space in cases more frequently than once every 12 months.			
Maximum Length of Time for Exhibit:	One month			

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Crockett Library
Address:	991 Loring Avenue, Crockett, CA 94524
Telephone Number:	(510) 787-2345
DISPLAY/POSTING	**No Space Available**
Available Space:	
Maximum Time Before Event Posted:	
Maximum length of time information posted:	
Maximum Size:	
DISTRIBUTION	**No Area Available**
Available Space:	
Maximum Size:	
Maximum Number:	
Maximum Length of Time Kept:	
Folder of Community Newsletters:	☒ YES ☐ NO
DISPLAY AREA AVAILABLE	**No Area Available**
Advance Booking Time:	
Maximum Length of Time for Exhibit:	

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Danville Library
Address:	400 Front Street, Danville, CA 94526
Telephone Number:	(925) 837-4889

DISPLAY/POSTING
Available Space:

1.   One bulletin board, 28'Long x 4' High

Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	One (1) month
Maximum Size:	22" High x 17" Wide

DISTRIBUTION
Available Space:

1.   Counter 10' x 18" and shelving with three (3) shelves that are 12' Long x 18" Wide

Maximum Size:	13" x 11"
Maximum Number:	75
Maximum Length of Time Kept:	One (1) month
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE
None

Advance Booking Time:	
Maximum Length of Time for Exhibit:	

RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Dougherty Station Library
Address:	17017 Bollinger Canyon Road, San Ramon, CA 94582
Telephone Number:	(925) 973-3380
DISPLAY/POSTING	
Available Space:	
Two (2) Bulletin Boards, each 4'W x 3'H	
Maximum Time Before Event Posted:	Six (6) weeks
Maximum length of time information posted:	Until time of event has passed Undated material – as interest warrants
Maximum Size:	11" x 18"
DISTRIBUTION	
Available Space:	
1. Counter space; 9' x 1'	
2. County space 9' x 14"; 12 dividers; 6 cabinets for additional storage.	
Maximum Size:	8 ½" x 11" unless prior approval received
Maximum Number:	Determined by community interest
Maximum Length of Time Kept:	Until event date has passed Undated material – as appropriate
Folder of Community Newsletters:	☒ YES ☐ NO
DISPLAY AREA AVAILABLE	**None** **LOCK** ☐ Yes ☐ No
Advance Booking Time:	
Maximum Length of Time for Exhibit:	

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	El Cerrito Library
Address:	6510 Stockton Avenue, El Cerrito, CA 94530
Telephone Number:	(510) 526-7512

DISPLAY/POSTING

Available Space:	
1. Three (3) bulletin boards, 46" Wide x 7' 5"H, (one for events, one for volunteers, one for children's activities)	
Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	Until date of event has passed
Maximum Size:	11" x 17"

DISTRIBUTION

Available Space:	Low shelf at entrance
Maximum Size:	Newspaper size, folded in half
Maximum Number:	50
Maximum Length of Time Kept:	Until date of event has passed
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall case unit by front door, 47" Wide x 40" Tall x 21" Deep, two shelves **LOCK** ☒ Yes ☐ No	
2. Several walls used for art, coordinated by the El Cerrito Art Association **LOCK** ☐ Yes ☒ No	
Advance Booking Time:	Up to six (6) months in advance
Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	El Sobrante Library
Address:	4191 Appian Way, El Sobrante, CA 94803
Telephone Number:	(510) 374-3991

DISPLAY/POSTING

Available Space:

1. Two (2) bulletin boards, 82" x 40"

Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	Until date of event has passed Undated material: six (6) months
Maximum Size:	11" x 18"

DISTRIBUTION

Available Space:	Table that is 35" square
Maximum Size:	8 ½ " x 14"
Maximum Number:	300
Maximum Length of Time Kept:	Until date of event has passed Undated material: no limit
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Lighted wall unit in lobby, three glass shelves, 56" Wide x 53 " High x 12" Deep, 30" from floor
    LOCK   ☒ Yes   ☐ No

Advance Booking Time:	Up to one (1) year
Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Hercules Library
Address:	109 Civic Drive, Hercules, CA 94547
Telephone Number:	(510) 245-2420

DISPLAY/POSTING

Available Space: **Community Bulletin Board adjacent to Main Lobby, 48" x 60"**

Maximum Time Before Event Posted:	**Two (2) months**
Maximum length of time information posted:	**One (1) month**
Maximum Size:	**16" x 20"**

DISTRIBUTION

Available Space: **Counter top located below the Community Bulletin Board, 10 ½" x 72"**

Maximum Size:	**11" x 14"**
Maximum Number:	**Depends on popularity of item**
Maximum Length of Time Kept:	**One (1) month**
Folder of Community Newsletters:	☐ YES ☒ NO

EXHIBIT AREAS AVAILABLE

Exhibits at the Hercules Public Library are governed by the Hercules Public Library Exhibit Policy adopted and developed by the Hercules Library Commission and adopted by the Hercules City Council on March 27, 2007

RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Kensington Library
Address:	61 Arlington Avenue, Kensington, CA 94707
Telephone Number:	(510) 524-3043

DISPLAY/POSTING

Available Space:	No Space Available for Displays Limited Space for Posting
Maximum Time Before Event Posted:	
Maximum length of time information posted:	**Until expired or two (2) months**
Maximum Size:	**8 ½" x 11"**

DISTRIBUTION

Available Space:	
1. Ten (10) + shelves	
Maximum Size:	None
Maximum Number:	Depends on popularity of item
Maximum Length of Time Kept:	Depends on popularity of item
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Gallery wall, 6' x 20' for locally organized are displays ONLY **LOCK** ☐ Yes ☒ No	
Advance Booking Time:	Up to one (1) year
Maximum Length of Time for Exhibit:	Two (2) months

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Lafayette Library and Learning Center
Address: 3491 Mt. Diablo Blvd, Lafayette, CA 94549	
Telephone Number:	(925) 385-2280

DISPLAY/POSTING –

Available Space: None

Maximum Time Before Event Posted:

Maximum length of time information posted:

Maximum Size:

DISTRIBUTION

Available Space: None

1.

Maximum Size:

Maximum Number:

Maximum Length of Time Kept:

Folder of Community Newsletters: Yes, located in periodicals section   ☒ YES   ☐ NO

DISPLAY AREA AVAILABLE: No

1.   **LOCK**   Yes   ☒ No

2.   Bulletin board for art displays: Art Gallery in the Community Hall.   **Contact:** Ann Merideth
   Email: amerideth@ci.lafayette.ca.us , Questions: 925.284.1968

Art display application can be found through the City of Lafayette at
http://www.ci.lafayette.ca.us/index.asp?Type=B_BASIC&SEC={6CB53804-4F3E-43AE-9F0F-33D73B85A2CC}&DE={368021BE-22C2-4EBC-8D6E-E5E216CA9DE0}

Advance Booking Time: Up to one (1) year

OPERATIONS

EXHIBITS & DISPLAYS
Issued: July 1993
Revised: April 2011

RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Martinez Library
Address:	740 Court Street, Martinez, CA 94553
Telephone Number:	(925) 646-2898

DISPLAY/POSTING

Available Space:	
1. Six (6) bulletin boards each 6' x 2'	
2. Children's events posted in Children's room	
Maximum Time Before Event Posted:	None
Maximum length of time information posted:	Until date of event has passed
Maximum Size:	8 ½" x 11"

DISTRIBUTION

Available Space:	
1. Top and very bottom of three (3) foot standing shelves	
Maximum Size:	8 ½" x 11"
Maximum Number:	None
Maximum Length of Time Kept:	Until date of event has passed
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall unit – downstairs; 4 ½' x 3' x 15" **LOCK** ☒ Yes ☐ No	
Advance Booking Time:	Up to six (6) months
Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Moraga Library
Address:	1500 St. Mary's Road, Moraga, CA 94556
Telephone Number:	(925) 376-6852

DISPLAY/POSTING

Available Space:

1. One (1) 44"H x 69"W Lobby Bulletin Board
2. One (1) Town, County and State Information Bulletin Board, 33"H x 21"W

Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	One (1) month
Maximum Size:	16" x 20"

DISTRIBUTION

Available Space:

1. **One (1) wall rack 65"H x 9"W in Lobby**
2. **One (1) case 32"H x 47"W x 16 ½"Deep in Lobby**
3. **One (1) book case top surface area, 36" x 25" in Juvenile Area**
4. **One (1) book case top surface area, 22 ½"W x 11 ¾'L in rear of the Library in the Young Adult/Reference Area**

Maximum Size:	Must fit into areas listed above
Maximum Number:	50
Maximum Length of Time Kept:	Until date of event has passed; Undated material – one (1) month
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall area behind Circulation Desk, 51' x 3'	**LOCK**	☐ Yes	☒ No
2. Display case in Lobby, 89" x 38" x 15"	**LOCK**	☒ Yes	☐ No
3. Bulletin Board in Children's Area, two (2) 4' x 6'	**LOCK**	☐ Yes	☒ No

Advance Booking Time:	Up to one (1) year
Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Oakley Library
Address:	1050 Neroly Road, Oakley, CA 94561
Telephone Number:	(925) 625-2400

DISPLAY/POSTING

Available Space:	
1. 2' x 3' bulletin board	
Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	Six (6) weeks
Maximum Size:	8 ½ x 14"

DISTRIBUTION

Available Space:	One (1) rotary rack
Maximum Size:	8 ½ " x 11"
Maximum Number:	25
Maximum Length of Time Kept:	No limit
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE – No Display Areas Available at Present

Advance Booking Time:	
Maximum Length of Time for Exhibit:	

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Orinda Library
Address:	26 Orinda Way, Orinda, CA 94563
Telephone Number:	(925) 254-2184

DISPLAY/POSTING

Available Space:

1. Flyers and notices posted on bulletin board and put in community information binder

Maximum Time Before Event Posted:	None
Maximum length of time information posted:	Until date of event has passed Undated material: One (1) month
Maximum Size:	8 ½" x 11"

DISTRIBUTION

Available Space:	Display rack, bulletin board
Maximum Size:	8 ½" x 14"
Maximum Number:	100
Maximum Length of Time Kept:	Until date of event has passed Undated material: One (1) month
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Foyer case, 5' x 3' x 10"	**LOCK**	☒ Yes	☐ No
2. 4 ½' x 5' x 22" in Circulation Area	**LOCK**	☒ Yes	☐ No
Advance Booking Time:	Up to one (1) year – December to December		
Maximum Length of Time for Exhibit:	Six (6) weeks to two (2) months		

RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Pinole Library
Address:	2935 Pinole Valley Road, Pinole, CA 94564
Telephone Number:	(510) 758-2741

DISPLAY/POSTING

Available Space:

1. Two bulletin boards, 6' x 4'

Maximum Time Before Event Posted:	None
Maximum length of time information posted:	None
Maximum Size:	None

DISTRIBUTION

Available Space:	Two (2) freestanding literature display racks
Maximum Size:	None
Maximum Number:	None
Maximum Length of Time Kept:	None
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Two (2) wall units, 5' x 4' x 1 ¼' Deep   **LOCK**   ☒ Yes   ☐ No
2. One (1) wall unit, 5' x 4' x 3 ½' Deep   **LOCK**   ☒ Yes   ☐ No

Advance Booking Time:	Three (3) months
Maximum Length of Time for Exhibit:	Two (2) months

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Pittsburg Library
Address:	80 Power Avenue, Pittsburg, CA 94565
Telephone Number:	(925) 427-8390

DISPLAY/POSTING

Available Space:

1. Lobby, three (3) each 81"Wide x 52" High
2. Next to display case; 39: Wide x 45" High

Maximum Time Before Event Posted:	None
Maximum length of time information posted:	Until time of event has passed Undated material: one (1) year
Maximum Size:	11" x 17"

DISTRIBUTION

Available Space:

1. Two trapezoidal shelves
2. One (1) table, 18 ½" x 48", with revolving top unit
3. Four-slot wire display unit

Maximum Size:	12" x 14"
Maximum Number:	50
Maximum Length of Time Kept:	Until date of event has passed or one (1) month Undated material: one (1) month
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall unit with two (2) shelves;
   46 ½" High x 52 ½" x 9: Deep **LOCK**   ☒ Yes   ☐ No

Advance Booking Time:	Up to one (1) year, October through September
Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Pleasant Hill Library
Address:	1750 Oak Park Boulevard, Pleasant Hill, CA 94523
Telephone Number:	(925) 646-6434

DISPLAY/POSTING
Available Space:

1. Job announcements ONLY in business section of Baldwin Room

Maximum Time Before Event Posted:	Two (2) months
Maximum length of time information posted:	One (1) month
Maximum Size:	16' x 20'

DISTRIBUTION
Available Space:

1. Counter top; 20 ½" x 15'
2. Display rack; 10 ½" x 30"

Maximum Size:	11" x 14"
Maximum Number:	Depends on popularity of item
Maximum Length of Time Kept:	One (1) month
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. **Lobby Display Case**   **LOCK**   ☒ Yes   ☐ No
    A wall case; 36" High x 58 ½" Wide x 14" Deep; three (3) adjustable shelves, 30" x 10"

2. **Art Display Walls**   **LOCK**   ☐ Yes   ☒ No
    Behind Circulation Desk; three (3) bulletin board panels 96" x 48" each, one vertical, two horizontal
    Along corridor wall in Reference Room; four (4) sections of wall, 4' 9" Wide, 10' x 4" Wide, 6' 10 ½" Wide and 16" x 9" Wide; all 8 ½' High

3. **Lockhart Case (Children's Area)**   **LOCK**   ☒ Yes   ☐ No
    Reserved for displays of interest to children preschool through 6th grade. Book through children's department.

Advance Booking Time:

   At least one month, but no more than one year in advance. (Restriction on use of cases #1 & #2 only: No one group may book space in cases more frequently than once every 24 months.

Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Rodeo Library
Address:	220 Pacific Avenue, Rodeo, CA 94572
Telephone Number:	(510) 799-2606
DISPLAY/POSTING	**No Space Available**
Available Space:	
Maximum Time Before Event Posted:	
Maximum length of time information posted:	
Maximum Size:	
DISTRIBUTION	**No Area Available**
Available Space:	
Maximum Size:	
Maximum Number:	
Maximum Length of Time Kept:	
Folder of Community Newsletters:	☒ YES ☐ NO
DISPLAY AREA AVAILABLE	**No Area Available**
Advance Booking Time:	
Maximum Length of Time for Exhibit:	

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	San Pablo Library
Address:	2300 El Portal Drive, Suite D, San Pablo, CA 94806
Telephone Number:	(510) 374-3998

DISPLAY/POSTING

Available Space:

1.   One (1) bulletin board in lobby; 36" x 48"
2.   Front door and adjacent glass panels in lobby

Maximum Time Before Event Posted:	None
Maximum length of time information posted:	Until time of event has passed Undated material: depends on popularity of item
Maximum Size:	8 ½" x 14"

DISTRIBUTION (materials left without permission of the library are subject to recycle)

Available Space:	None
Maximum Size:	None
Maximum Number:	Depends on popularity of item
Maximum Length of Time Kept:	Until date of event has passed Undated material: no limit
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Display wall	**LOCK**	☐ Yes	☒ No	
2. Wall mounted	**LOCK**	☐ Yes	☒ No	

Advance Booking Time:
Maximum Length of Time for Exhibit:

RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	San Ramon Library
Address:	100 Montgomery Street, San Ramon, CA 94583
Telephone Number:	(925) 973-2850

DISPLAY/POSTING

Available Space:

1. Shelving area in lobby
2. Two (2) Kiosks approximately 2' x 4' on each side
3. Two (2) stands with pockets

Maximum Time Before Event Posted:	Six (6) weeks
Maximum length of time information posted:	Until time of event has passed Undated material: As interest warrants
Maximum Size:	11" x 18"

DISTRIBUTION

Available Space:

1. Designated shelving in lobby area
2. Stand with 28 pockets in lobby area

Maximum Size:	Shelf space: 8 ½" x 11" unless prior approval received Rotating stand: 8 ½" x 14"
Maximum Number:	Determined by interests of community
Maximum Length of Time Kept:	Until date of event has passed Undated material: As appropriate
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Wall unit; 6' Long x 11" Deep x 3' High; one (1) adjustable shelf shaped like parallelogram
   LOCK   ☒ Yes   ☐ No
3. Free standing 45" Long x 25" Deep x 17" High; top opens; no shelf; sides and top are glass. Can be viewed from all sides.   **LOCK**   ☒ Yes   ☐ No

Advance Booking Time: Display case may be booked at least (1) month, but no more than one (1) year in advance. Maximum of one booking per year, per exhibitor.

Maximum Length of Time for Exhibit:	One (1) month

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Walnut Creek
Address:	1644 N. Broadway, Walnut Creek, CA 94596
Telephone Number:	(925) 977-3340

DISPLAY/POSTING

Available Space:

1. **1st floor copy center and 2nd floor copy center – limited tackable wall space**

Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	Until date of event has passed Undated material – one (1) month
Maximum Size:	**must fit on space available**

DISTRIBUTION

Available Space: 1st floor copy center and 2nd floor copy center – counter and bin space
Free copies of periodicals may be displayed in Community News section of the browsing area

Maximum Size: must fit in available space	
Maximum Number:	None
Maximum Length of Time Kept: 1 month	
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. Community Art Gallery   **LOCK**   ☐ Yes   ☒ No
Visit **http://bedfordgallery.org/exhibitions/cag.shtml** to apply to exhibit.

Advance Booking Time: As listed Bedford Gallery website

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RULES FOR DISPLAY & DISTRIBUTION OF NON-LIBRARY MATERIALS

Name of Library:	Ygnacio Valley Library
Address:	2661 Oak Grove Road, Walnut Creek, CA 94598
Telephone Number:	(925) 938-1481

DISPLAY/POSTING

Available Space:

1. One (1) free standing kiosk
2. Wall area 6' x 7'

Maximum Time Before Event Posted:	One (1) month
Maximum length of time information posted:	Until date of event has passed Undated material: One (1) month
Maximum Size:	Fit on space available

DISTRIBUTION

Available Space:

1. 8 ½'W Slat wall and cubbyhole area

Maximum Size:	Fit on space available
Maximum Number:	Space available
Maximum Length of Time Kept:	Until expired or date of event has passed
Folder of Community Newsletters:	☒ YES ☐ NO

DISPLAY AREA AVAILABLE

1. One (1) glass case, 51" x 65"   **LOCK**   ☒ Yes   ☐ No
2. Art display wall space in Children's Area   **LOCK**   ☐ Yes   ☒ No

   52'W x 22"H. All artwork must hand from hangers provided by the library. Title cards and contact information should not include prices and should attach to wall without creating a hole or mark. Artwork should be appropriate for all ages.

Advance Booking Time:	Up to one (1) year
Maximum Length of Time for Exhibit:	One (1) month