



COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY

Subject:  COUNTY DISPLAY CASES	Policy Number F-8	Page Number: 1 of 4
	Date Adopted: 08/18/1992	Revised Date:

BACKGROUND:

The County owns several display cases located in its public buildings. Until recently, demand for their use was not high, and arrangements could be handled on an informal basis, without a written policy. However, El Dorado County is growing, both in terms of its population and the number of its public buildings. The Library is now responsible for booking the display cases in all county library facilities, as well as in Buildings A, B, and C.

The presentation of displays in these cases has become a regular activity, and requests for use of the cases have increased. It has therefore become necessary to have a formal County policy for the use of the display cases.

POLICY:

1. County building display areas are to be used for the display of local items of community interest. Display materials will be chosen to appeal to a variety of tastes, and will express differing points of view. Display materials will not be political in nature, and will not advocate any particular political position or view. The County does not endorse opinions expressed in the materials displayed.
2. The County intends to book the display cases in an unbiased manner, providing access on an equal basis to any individuals or organizations whose proposed display materials meet its qualifications.
3. The use of the County's facilities for the display of material is not a right, but a privilege, which is subject to review by the Library Director and the Board of Supervisors. The County will determine what materials it accepts for display, and



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its decisions will be final. County needs will always have primary priority over use by outside groups or individuals, regardless of prior scheduling.

PROCEDURE:

1. Who May Provide Display Material. The material may be provided by an individual, non-profit group, or commercial entity. The display may include a small sign identifying the contributor.
2. Subject Matter. In order to be considered for display, material must:
  - a. Be of interest to the local community. Information and items specific to the local community and the El Dorado County area shall be given preference over items of more general interest. Each library branch or county building will display local items specific to its service area.
  - b. Not promote an act or event that is contrary to, or prohibited by, law.
3. Request for Booking. Requests for bookings should be made to the Director of Library Services. The Director will review proposed display content for conformity with the provisions of this policy. A decision of the Director to decline a proposed display may be appealed to the Board of Supervisors within 10 days of the notice of decision. Bookings will be made on a first-come, first-served basis, subject to the requirements and restrictions contained in this policy. Displays may be booked up to twelve months in advance.



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4. Display of Controversial Items. The display of items and materials which are of significant interest, but which be controversial (e.g., displays of historic beer or other liquor containers, firearms, or hydraulic mining) shall be accompanied by a textual narrative which places them in an historical context.
5. Responsibilities of Displayers. Displayers are responsible for the following:
  - a. Setting up their displays, maintaining them, and removing them at the end of their scheduled display period.
  - b. Arranging for publicity, if any.
  - c. Cooperating with county staff by working within their schedules and other operating constraints. The keys to the display cases will remain at all times within the control of the Director or his or her designee.
6. Duration of Display. Materials shall remain on display for a minimum period of one month. That period of time may be extended at the discretion of the Director, depending upon display case availability.
7. County not Responsible for Displays. The County assumes no responsibility for the preservation or protection of, or possible damage to, any item(s) or material displayed. The County is not responsible for the theft of any item(s) or material.



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8. Children's Room Display Area, Main Library. Bulletin board panels in the JE Picture Book/Storytime area are to be used for art work produced by children under third grade age. Artwork will be changed monthly. Requests for bookings of the board panels should be made to the Children's Librarian at the Main Library.

**Primary Department:** Library

**References:** None