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REVISED 11/20/2009

## PUBLIC SERVICE

### (3.10) Exhibits, Displays, and Bulletin Boards

#### GENERAL STATEMENT ON DISPLAY SPACE

Display space provided by the Juneau Public Libraries is governed by the following rules and guidelines established by the Library Director, as authorized by city ordinance CBJ 03.20.020. These rules apply to all display space associated with the library, including its lobbies, elevators, hallways, and entryways.

#### RULES APPLICABLE TO ALL LIBRARY DISPLAY SPACES

1. Display space provided by the Juneau Public Libraries consists of closed locking glass cases for exhibits and notices, and open areas, including bulletin boards, brochure holders, counters, tables, windows and walls.
2. No materials may be displayed on library property outside of the areas designated for nonprofit group use and for community bulletin board use under these rules. Unauthorized display materials could interfere with library operations and public safety and present a cluttered appearance. All display space not specifically made available under these rules for nonprofit group use and community bulletin board use is reserved for the Juneau Public Libraries for library-initiated displays and postings.
3. When any of the Juneau Public Libraries is used as an official local, state or federal polling place, any material on display in that library which does not comply with election laws may be removed by the Library Exhibits and Program Coordinator at the request of election officials.
4. The display of materials on library property does not constitute an endorsement by the library or the City and Borough of Juneau of the beliefs or viewpoints expressed in those materials. A disclaimer to this effect may be used by the library in any form and at any time and place it deems necessary.
5. Questions and concerns about display space, exhibited materials, and any other application of these rules will be the responsibility of the Library Exhibits and Program Coordinator. The Library Director will hear appeals regarding display space. Further written appeal may be directed to the City Manager. The City Manager's determination will be made in consultation with the City Attorney acting as legal counsel for the City and Borough of Juneau. The City Manager provides the final administrative remedy in this appeal process. Further appeal could be made to a court of competent jurisdiction.

#### MATERIALS FOR DISTRIBUTION

1. Brochures, pamphlets, and other giveaway materials may be placed by any person on open community bulletin boards if the materials comply with bulletin board rules.
2. Materials placed in areas not designated as public display spaces shall be limited to library-related materials, official government publications and notices, and basic community information such as bus schedules and maps. Placement of all such materials must be approved in advance by the library.
3. Petitions and surveys may not be displayed, distributed, posted or otherwise circulated in the Juneau Public Libraries. For those designed for library or city government purposes, an exception may be granted with approval in writing by the Library Director.

## BULLETIN BOARDS

1. Bulletin boards are available at the Juneau Public Libraries for the posting of events and announcements of general public interest.
2. All closed glassed bulletin boards are reserved for the use of the library.
3. All open bulletin boards in public areas on library property are available for local community use, under the following rules:
  - Nonprofit groups may post materials. Commercial advertisement is not permitted.
  - Notices advertising items for sale by individuals are permitted if dated. These personal notices may be removed after two weeks. Dimensions of such notices, including tear-offs shall not exceed 8.5 x 11 inches.
  - Care shall be taken not to cover over material posted by others, and not to remove any item before time of the final event on that posting. Duplicates may be removed at any time.
  - Posted materials shall be kept within the edges of the bulletin board.

## LIBRARY-INITIATED DISPLAYS

1. The Juneau Public Libraries reserve prominent display space in all three facilities for the purpose of promoting libraries, lifelong learning, and reading enjoyment for all ages.
2. Staff members initiate and develop the displays in entryway exhibit cases as a library-sponsored series featuring a broad spectrum of ideas, objects, and resources of interest to all ages.
3. Every library-initiated display, whether in an open space or in a closed glass exhibit case, is selected and scheduled by library staff. Design, preparation and mounting is supervised or performed by library staff or other employees of the City and Borough of Juneau at the request of the library, which shall include but not be limited to City Museum personnel with training in handling historical objects of special value.
4. Some library-initiated displays may contain materials on loan from outside sources. Owners will be given credit and the library will handle their materials with care and respect. Owners of materials used in library-initiated displays are not entitled to determine the subject, message, design, or scheduling of the display.

## DISPLAYS BY NONPROFIT GROUPS

1. As an enhancement to the "community information and referral" function offered as part of Reference Service, the library makes a glassed locking exhibit space available in the downtown facility for Juneau nonprofit groups to use for displays of their ideas, objects, and resources. Personal use and commercial use are not allowed.
2. All nonprofit group displays are designed, prepared, and mounted without library sponsorship or staff assistance. The library regulates time, place, and manner of nonprofit group displays and assures access according to these rules, stated on the first page of the ***Nonprofit Group display Reservation Request***.
3. The display case that is available for nonprofit group use is located next to the small conference room. It is scheduled by the Library Exhibits and Program Coordinator.

4. An exhibitor may display one time only each year, using a rolling twelve-month calendar. The Library Exhibits and Program Coordinator will normally schedule each display for one month, from the first to the last day of the month, but may schedule for a partial month with the exhibitor's agreement. A future booking may be requested after the last day of the month for that exhibitor's current display.
5. A signed **Nonprofit Group Display Reservation Request** is required to apply for a booking. The form is available from the Library Exhibits and Program Coordinator (586-0434), the Library Administrative Office (586-5324), or the Juneau Public Libraries website: [www.juneau.org/library](http://www.juneau.org/library). The application contains additional specific rules governing installation of nonprofit group displays, to which the exhibiting group agrees by signing the form. Two signatures are required, one by the person who will do the installation, the second by an officer or other group spokesperson who is 18 or over; both must be registered library users.
6. The library retains the right to preview all display materials before they are installed. For practical reasons, the usual process will be review during and/or after installation. The Library Exhibits and Program Coordinator will perform this subject- and viewpoint-neutral check for legality of materials and compliance with rules.
7. The Library Exhibits and Program Coordinator will notify one or both of the individuals who signed the Nonprofit Group Display Reservation Request if a display is found not to be in compliance with library rules. Seven days will be allowed to remedy compliance issues, during which time the Library Exhibits and Program Coordinator may choose to cover any already installed display materials from view and provide a sign indicating that installation is "in progress."
8. The Library Exhibits and Program Coordinator may revoke a booking approval and remove all materials already installed by any exhibitor who remains in violation of display space rules on the eighth day after notice of noncompliance. Repeated violations are grounds for denial of future bookings by that exhibitor.
9. Juneau Public Libraries and the City and Borough of Juneau do not insure nonprofit group displays. All reasonable precautions will be taken to protect display materials in the display case. Exhibitors are encouraged to provide their own insurance for valuable materials. Each exhibitor agrees that Juneau Public Libraries and the City and Borough of Juneau and employees assume no responsibility for loss or damage to materials brought to the library for display by nonprofit groups, and further agrees to forever release and discharge the Juneau Public Libraries and the City and Borough of Juneau and employees from all such loss or damage.
10. Damages to the premises, equipment, or furnishings as a result of exhibitor use will be charged to the group responsible for the display. The exhibitor and its members, jointly and severally, assume full responsibility for loss of, or injury or damage to, any property of the Juneau Public Libraries caused by the exhibitor. Each exhibitor agrees to hold the Juneau Public Libraries and employees harmless from any and all claims, demands, and liabilities which may arise out of a reservation for a nonprofit group display, and shall indemnify the Juneau Public Libraries and employees for any and all costs, expenditures, and damages relating thereto, including attorneys' fees.
11. Juneau Public Libraries will not censor or remove a nonprofit group display because some members of the community disagree with its content. Any local group with an opposing viewpoint may book its own display. Placement of nonprofit group displays beyond the entryway, the service desks, and the collections offers library patrons reasonable individual freedom to choose whether to view each month's display(s). The library will post monthly exhibitors and themes in the downtown upstairs lobby, to advise the public and encourage viewing.
12. In addition to the library's notice in the lobby, the exhibitor may choose to provide additional publicity. The exhibitor will not publicize a nonprofit display in any manner that suggests library sponsorship or affiliation.

**History of Revisions:**

2/28/1991	Rules on Exhibits, Displays, and Bulletin boards adopted.
1/30/2003 – 4/30/2004	Trial period for new rules and guidelines for displays by nonprofit groups.
5/01/2004	Rules and guidelines for displays by nonprofit groups adopted.
3/06/2007	Semantic changes substituting “Library Exhibits and Program Coordinator” for “Exhibits Librarian” to reflect changed staff assignments. Removal of language providing scheduling of separate sections of Nonprofit case from item 3, page 2.
11/20/2009	Semantic changes to #2 under Materials for Distribution to begin sentence with subject rather than dependent clause Removed size restriction of 3 x 5 for notices of items for sale. Substituted “Dimensions of such notices, including tear-offs shall not exceed 8.5 x 11 inches.”