

Before you sign this form, please read Display Space rules as well as the following rules on installation.

Setup and Removal

Responsibility for setting up and dismantling a display rests with the exhibitor for that display. Exhibitors will supply all tools and other materials needed.

The two adjustable glass shelves within the 36 x 36 x 16 space may be placed on the bottom of the display case or stored by the Library Exhibits and Program Coordinator if not needed for use in a display.

Exhibitors will mount their work in a manner that does not deface or damage the space provided.

Displays must be professional in appearance and must include descriptive signage (see below).

An exhibitor may not install his work prior to his booking date. An exception may be made if the space is available a few days early and permission is received from the Library Exhibits and Program Coordinator.

An exhibitor may not assume permission to remove an existing display in order to install his own display. S/He shall contact the Library Exhibits and Program Coordinator or the Library Administrative Office for permission and assistance.

A display which is not fully mounted by library closing time on the seventh day of the month it is booked may be cancelled by the Library Exhibits and Program Coordinator.

Exhibitors are responsible for basic cleanup and returning the space to order during removal.

An exhibitor must remove his display on or before the last day of the scheduled display month. Display materials which are not claimed by library closing time on the seventh day of the following month will be considered an unrestricted gift to the library and may be used or disposed of in any manner which the library deems suitable.

Display Materials

A display may include items for sale off premises but may not advertise those items, or any other products, for sale in the display case or in associated publicity. An exception may be granted by the Library Director if all sale proceeds are committed to benefit the Juneau Public Libraries.

Material which the Library Exhibits and Program Coordinator believes to be illegal will not be permitted for display without written advice from the City Attorney. This rule applies to expression which is obscene (legal definition available from the Library Exhibits and Program Coordinator), which violates any state or federal law, or which exposes the library to a credible claim for defamation, invasion of privacy, copyright infringement, tortious interference with contract relations, or other violation of the legal rights of third parties.

Material not allowed in possession of those using the premises (per Library Rules of Conduct) is not permitted for display. This includes, but is not limited to, contraband, explosives, biologically or chemically hazardous materials, stolen property, firearms, knives, other dangerous weapons. The Library Exhibits and Program Coordinator will remove from the public area immediately any item or substance which, if taken from the display case, could present a serious threat to public health or safety.

Apparatus or other item which produces noise, excessive light, odor or other result deemed by the Library Exhibits and Program Coordinator to be physically disturbing to the quiet study and reading areas nearby will not be permitted for display. No live animals are permitted for display.

Exhibitors who wish to include books or other checkout materials owned by Juneau Public Libraries shall arrange checkout through the Library Exhibits and Program Coordinator. This assures that a suitable loan period and status is assigned which will not incur fines for the exhibitor, and it encourages patrons to place Holds on the titles.

Descriptive Labeling

Each display must include a clearly visible ownership sign. This shall include the group name, name of a contact person for the group, and a contact telephone number.

An exhibitor shall incorporate descriptive information to title and interpret the display.

Labels and signs must be legible from normal viewing distance, correctly spelled, and neatly lettered in a professional manner.

Nonprofit Group Display Reservation Request

This space for Library Exhibits and Program Coordinator use only.

Reservation approved for

Month/Year: _____

Display case section: _____ Upper, or _____ Lower

Booking approval Date: _____ Initials: _____

This Reservation Request is submitted today (**DATE:** _____)
for a Nonprofit Group Display to be located in the downtown Juneau Public Library.

Nonprofit Group Requesting

Booking: _____

Description of Proposed Display:

Month Requested for

Display: _____

Two responsible individuals are required to sign this Reservation Request for your group.

1. Person who will install the display:

Please print NAME _____

Mailing Address _____

City/Zip _____

Phone _____

Library Card Barcode # _____

Signature _____ Date _____

2. Second Responsible Person for the Group (President or other Spokesperson) –must be 18 or over:

Please print NAME _____

Mailing Address _____

City/Zip _____

Phone _____

Library Card Barcode# _____

Signature _____ Date _____

To submit this form in person, deliver it to the Library Exhibits and Program Coordinator at the downtown public library.

Or you may mail it to: Library Exhibits and Program Coordinator, Juneau Public Libraries, 292 Marine Way, Juneau, AK 99801.

The above two responsible individuals must initial:

1. _____ / 2. _____ We have received and read and agree to work within the Juneau Public Libraries RULES AND GUIDELINES FOR DISPLAY SPACE (Public Service, Section 3.11).

1. _____ / 2. _____ We have read and agree to work within all additional specific RULES FOR INSTALLATION of an exhibit by a nonprofit group as detailed on this Reservation Request form.