

## **PUBLIC SERVICE**

### (3.10) Displays

#### 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. Juneau Public Libraries staff curate all library displays and exhibits. No materials besides those curated by the library may be displayed on library property outside of the areas designated for non-profit 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 library staff 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.
5. Questions and concerns about display space, exhibited materials, and any other application of these rules will be the responsibility of the Library Director or their designee.

#### 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.

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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:
  - a. Nonprofit groups may post materials. Commercial advertisement is not permitted.
  - b. 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.
  - c. 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.
  - d. Posted materials shall be kept within the edges of the bulletin board.
4. The Library reserves the right to remove bulletin postings that do not meet the above criteria, are expired, or violate the Library's Rules of Conduct.

#### 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, on bookshelves, and on countertops to feature 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.
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

The library makes locking exhibit space available for Juneau nonprofit groups to use for displays of their ideas, objects, and resources. Personal use and commercial use are not allowed. For rules and requirements for non-profit displays please refer to the Nonprofit Group Display Policy (3.11).