

Public Service

(3.11) Nonprofit Group Displays

Before signing the attached form, please read the following rules.

Setup and Removal

The library regulates time, place, and manner of nonprofit group displays.

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 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.

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

An exhibitor may not assume permission to remove an existing display in order to install their own display. Exhibitors shall contact the Library for permission and assistance.

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

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

An exhibitor must remove their 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 representative believes to be illegal will not be permitted for display without written advice from the City Attorney. This rule applies to expression 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.

Revised 2/7/2022

Material not allowed in possession of those using the premises (per Library Rules of Conduct) is not permitted for display. The Library 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.

Apparatuses or other items which produce noise, excessive light, odor or other result deemed by the Library 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 circulating materials owned by Juneau Public Libraries shall arrange checkout through the Library. This assures that a suitable loan period and status is assigned.

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 representative will check the display for possible applicable library policies. Exhibitors will be notified promptly if compliance issues exist and asked to remedy the situation. The Library reserves the right to cover or remove items found to be not in compliance with library policy.

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.

Juneau Public Libraries will not censor or remove a nonprofit group display because some members of the community disagree with its content

Descriptive Labeling

Each display must include a clearly visible ownership sign.

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.

Display Rules

An exhibitor may display one time only each year, using a rolling twelve-month calendar. The Library 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. A future booking may be requested after the last day of the month for that exhibitor's current display.

A signed Nonprofit Group Display Reservation Request is required to apply for a booking. Applications aligned with the Library's Strategic Plan will be prioritized.

Revised 2/7/2022

The Library 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.

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.

The exhibitor will not publicize a nonprofit display in any manner that suggests library sponsorship or affiliation

Nonprofit Group Display Reservation Request

Nonprofit Group: _____ Today's Date: _____

Month Requested for the Display _____

Description of the Proposed Display:

Contact Information:

Name: _____ Phone: _____

Email: _____

I have received, read and agree to work with the Juneau Public Libraries Rules and Guidelines for Display Space.

Signature: _____ Date: _____