



Fairbanks North Star Borough Libraries Display Policy

I. Public Use of Library Display Spaces

As part of its public service and information mission, the library makes available designated display and exhibit areas to Fairbanks North Star Borough non-profit organizations and qualified governmental agencies engaged in educational, cultural, intellectual or charitable activities. In accordance with this policy, organizations and agencies must obtain permission before using the display spaces

The provision of display space for public use does not constitute library endorsement of the beliefs or viewpoints advocated by the displays, or the organization responsible for the displays.

A. Conditions for the Public Use of Display Spaces

1. **Administration** - The Library Director is responsible for the administration of this policy.
2. **Spaces** - The Library Director will determine the location of display spaces. The Library reserves the right to use space for Library purposes, and any such purpose takes precedence over public use of display spaces.
3. **Scheduling** - Regulations for the scheduling and duration of displays will be determined and implemented by the Library Director. Scheduling and assignment of display spaces will be coordinated by the Library Director or designee with consideration to the availability of space; community interest in the display; historical significance; relationship to library programs; the appeal of the display. Current display case reservations will be included in the Calendar of Events on the Library web site.
4. **Application and Waiver and Release from Liability Form** – An application form and liability release form must be completed to reserve and use a display case. The Library does not take responsibility or assume liability for materials in a display. The exhibiting organization must agree to release the Borough from any liability arising from the display. If the exhibitor desires insurance, it must arrange for it at its own expense. The exhibiting organization will be held liable for any damage to Library property resulting from the act or method of mounting or removing a display. Non-governmental organizations applying for use of display and exhibit areas must:

- i) Show possession of an Active Status Nonprofit Corporation License issued by the State of Alaska, or
 - ii) Proof that the Internal Revenue Service currently recognizes the applicant as an organization to which contributions are tax deductible under Section 501(c) (3) of the Internal Revenue Code, or
 - iii) A certified copy of the applicant's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or
 - iv) Any item described above if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.
5. **Disclaimer** - Each display space will prominently feature a statement to the effect that the provision of display space for public use does not constitute Library or Borough endorsement of the beliefs or viewpoints advocated by the displays, or the organization responsible for the displays. The Library will provide this disclaimer for each display area.
6. **Publicity** - Displays may not be publicized in a manner which suggests Library sponsorship or affiliation.
7. **Prohibited Content** - Displays may not contain any of the following: explosives, biologically or chemically hazardous material, apparatus which produces noise, firearms, perishables, speech that is not constitutionally protected or material that violates election laws when the Library is used as a polling site. The Library Director may prohibit other items which are illegal or deemed to present an immediate, demonstrated threat to the public health and safety.
8. **Quality and Quantity** - Display materials must be of a professional quality and of sufficient quantity to insure full utilization of the requested space. Failure to meet this stipulation may result in removal of the display at the direction of the Library Director or designee.
9. **Physical Limits** – All display materials must be contained within the case itself. Nothing may be affixed to the adjacent walls or mounted on the display case glass. Display items should be installed with staples or tacks. Cases are locked after the display is installed and may not remain open to the public to access information or other items. Lights must be enclosed within the locked cases, including all cords, and may be required to operate on a timer according to library hours.
10. **Identification** - Each display must include a clearly visible sign which states the name of the organization, the name of a contact person, and a contact telephone number or email address.

11. **Set-Up/Removal** - The exhibiting organization is responsible for setting up and removing the display at a time and in a manner specified by the Library Director or designee and must be accomplished with as little interference as possible to regular library operations. Library staff are not available to assist with setting up or removing displays and storage space is not available for property of exhibiting organizations. The Library has the right to remove materials if they are not picked up by the agreed removal date. Exhibit materials may be discarded if not claimed within 30 days.
12. **Limitation** - Organizations may have only one exhibit on the schedule for display in the borough's public libraries. Future exhibit space may be requested following the removal of the exhibiting organization's current exhibit.
13. **Violations** - The Library retains the right to deny space to any user whose use or planned use of the space does not comply with these conditions. Violation of these conditions may result in removal of the display at the direction of the Library Director and/or denial of future access to the Library display spaces.
14. **Reconsideration and Appeal** - Patrons concerned about material in display spaces may discuss those concerns with the Library Director or designee. The Library will not remove a display solely because a patron has objected to its content.
 - i) An organization that has been denied use of a display case may file a Request of Reconsideration. The Library Director will issue a determination within two working days of receipt of the request. If the request is denied, the organization may appeal the decision to the Library Commission.
 - ii) The decision of the Commission shall be the final administrative remedy in this appeal process. Appellants have thirty days from the date the Commission mails its decision to them to make an appeal to superior court.

Noel Wien Library

Application to Use Display Space

ORGANIZATION _____

AK NON-PROFIT LIC. #
(or other eligibility verification) _____

CONTACT PERSON _____

MAILING ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE: BUSINESS _____ HOME _____

Please provide the names and phone numbers of two other representatives of your organization who may be contacted about this display if the contact person listed above is unavailable.

1. _____

2. _____

SUBJECT & PURPOSE OF DISPLAY

DISPLAY AREA REQUESTED (check one or indicate first and second choice)

#1 Large Display Case (6'10"h x 12'w x 2'd) _____

#2 Wall Mounted Display Case (4'h x 5'w) _____

#3 Wall Mounted Display Case (4'h x 5'w) _____

#4 Small Display Case (4'2"h x 30"w x 18"d) _____

DATE REQUESTED (Indicate month and year) Displays must be in place for 30 days, beginning at the 1st day of the month. _____

SPECIAL REQUIREMENTS _____

Your signature below indicates that you have read the display policy and procedures and that you will comply with the regulations set forth in those documents. Application is not approved until signed by the Library Director. *Please Return to Circulation Librarian, Jason Russell: 459-1043*

Signature

Date

Received by

Date

Library Director

Date

Received By

Organization Name

Date

Signature of Organization Representative

Date