

Anchorage Municipal Libraries

Exhibits Policy

Definitions

"Library" means Anchorage Municipal Libraries and includes the specific library location named in any request.

"Municipal Librarian" means the Municipal Librarian or designee of the Municipal Librarian.

"Exhibit" means the exhibit or display.

"Exhibitor" means the user, organization or contact person applying for or using exhibit space.

The primary use of Anchorage Municipal Libraries is that of public library. When designated exhibit spaces within Z.J. Loussac Public Library and/or Branch Libraries are not in use for library exhibits, space may be made available for exhibits, dependent upon the availability of staff resources to preview and coordinate exhibits and library programming needs.

General Terms and Conditions of Use

1. Permission to use exhibit space is at the discretion of the Municipal Librarian and may be made available to organizations engaged in educational, cultural, intellectual or charitable activities on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Permission may be denied to, or revoked for any exhibit whose purpose is personal, commercial and/or has the potential to cause, or causes, substantial disruptions or material interference with the functions of the library as described in [The Statement of Mission and Service Strategy](#) (Adopted Jan 27, 1993, rev. 1994) or is not in compliance with the Library Exhibit Policy.
3. Permission to exhibit materials does not imply Library sponsorship, endorsement of content or responsibility for representation of all points of view. All proposed exhibits must be consistent with the requirements of [The Statement of Mission and Service Strategy](#) (Adopted Jan 27, 1993, rev. 1994). The exhibitor accepts full responsibility for his/her/their exhibit including but not limited to content and/or accuracy of any statements or representations made in such materials.
4. Permission to use exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Municipality of Anchorage from any claims, law suits, or judgments arising from loss, damage to property, injury to persons from or during their exhibit, and/or their exhibit material(s) or any part thereof. A signed "release" form is required.
5. A completed and signed "Exhibit Request" form is required for consideration of a request to exhibit. The "Exhibit Request" must include the exhibit title, location requested, begin and end dates name, address and telephone numbers and signature of the contact person in charge of the proposed exhibit. (*must be consistent with application form*)
6. All measures necessary to insure installation and removal of exhibits are the physical and financial responsibility of the exhibitor including but not limited to, shipping, packaging, storage, signage, labels, framing, installation and removal and equipment /supplies needed for same.
7. Exhibitors agree to be responsible for and to pay for any and all damages to library property including exhibits, display/exhibit spaces, walls, floors, grounds and furniture resulting from the installation or removal of an exhibit and that any damage or loss thereto occasioned by fire, theft, or in any manner, to the exhibit, shall be sustained by the exhibitor.
8. Installation and removal of exhibits must be accomplished during library open hours and in such a manner that causes the least possible disruption or material interference with library business. Exhibit items may not be unpacked or repackaged within the library proper. Hanging order and/or arrangement is to be arranged prior to installation by the exhibitor. Items for hanging may be leaned against elevator core walls in preparation for hanging, but may not be spread out on the floor, leaned against book shelves, service desks or be placed in such a way so as to interfere with normal traffic flow. Any children accompanying individuals involved in installation/removal of an exhibit must be directly supervised by an adult not involved with the installation/removal of the exhibit.
9. Exhibit photos, artworks etc., must be framed, mounted or packaged and displayed in a safe and attractive manner. No heavy items may be placed over entrance, exit or elevator doors. Any electrical connections are to be hidden from public view as far as possible and may not be placed so as to cause or create a safety hazard.
10. Labels, posters and or signs, used to identify items or the exhibit, must be clear and legible, preferably accomplished by computer or neat calligraphy. Each exhibit must contain an informative explanation to assist the general public in discerning subject material or purpose of the exhibit. This information may be provided by explanatory labels on individual items, in poster or sign form or be contained within the exhibit itself. Exhibitors are encouraged to provide a contact phone number as part of the exhibit on label, posters or signage for members of the general public who may wish more information about the exhibit. Events associated with the exhibit or items in the exhibit that may be for sale may not be advertised with the exhibit. Exhibits that include informational brochures pertaining to the exhibit are acceptable. In addition the Library encourages the use of bibliographies and books relating to the subject matter of the exhibit as part of the exhibit.
11. When space allows the Library will include the exhibit title and description information from the "Exhibit Request" form in the "Activities Calendar" as a means of notifying the public of the exhibit.
12. Video taping, cameras setup on tripods, television filming or interviewing arranged or accomplished by the exhibitor is not allowed within the library proper without the express advance written permission of the Municipal Librarian.
13. Arrangement must be made in advance, with the library display coordinator, for exhibit(s) and/or items that are too large to be hand carried into the library, to be brought into the library through shipping and receiving during normal shipping and receiving hours. No exhibit item or packaging may be stored in any area of the library pre, post or during an exhibit. No exhibit, items or material used in installation may be shipped directly to the library.

No part of this policy prohibits exhibits, on level one of the Z.J. Loussac Public Library, in conjunction with the scheduled booking of a meeting room.

Procedures

When a request is made for an exhibit, the library will provide the *The Anchorage Municipal Libraries Exhibit Policy*, "Exhibit Request" form and "Release" form.

A completed "Exhibit Request" form is required for acceptance of a request to exhibit. The request must be consistent with the requirements and procedures stated in #5 of the General Terms and Conditions stated above.

Exhibit requests are processed in the order received and with regard to other exhibits scheduled and/or planned. The Municipal Librarian or his/her designee reviews the request and proposed exhibit materials according to the Library Exhibit Policy criteria. The Municipal Librarian may accept or reject a proposed exhibit if inconsistent with the *Anchorage Municipal Libraries Exhibit Policy*. The Municipal Librarian may suggest alternate dates, appropriate locations and/or modifications. The requester is notified of the decision. An "Exhibit Request" is considered accepted when it has been signed by the Municipal Librarian or his/her designee and the "Release" form has been signed by the exhibitor and received by the Library display coordinator.

If an exhibit request is denied and/or permission revoked or modifications suggested after acceptance, the requester may appeal that decision to the Library Advisory Board, which will provide advice to the municipal Administration. The Director of Cultural and Recreational Services will make the final decision concerning the exhibit.

Modification of Exhibit Policy

The exhibit policy may be reviewed for possible amendment at any time at the request of the Assembly, the municipal Administration or the Library Advisory Board. The Library Advisory Board shall consider the request and may accept, deny or modify the proposed change. The Library Advisory Board shall communicate this action to the Administration.

Recommended for approval: Library Advisory Board. Date: 7/31/2001

Approved by: Anchorage Assembly

Date: 6/25/2002