

## HOMER PUBLIC LIBRARY DISPLAY, EXHIBIT, AND DISTRIBUTION OF MATERIALS POLICY

The Homer Public Library has four kinds of spaces available for displays, exhibits, and distribution of materials.

### A. BULLETIN BOARDS AND INFORMATION RACKS

#### Bulletin Boards

As a service to the City of Homer, the library is a designated posting place for notices issued by the City. Space permitting, other public notices that meet the following guidelines will be posted.

- Official notices of borough, state, and federal agencies relevant to the Homer area.
- Notices for public meetings and events for non-profit organizations.
- Notices of educational courses sponsored by a recognized community organization (but not those publicizing instruction by individual teachers or private firms).

All noticed events must be open to the general public. Notices must be dated and include the name of the sponsoring organization. Library bulletin boards may not be used for commercial sales, personal services, or advertisements for political candidates, parties, and causes.

If bulletin board space becomes insufficient to contain the volume of notices requested for posting, the following restrictions may apply:

- Priority is given to events occurring within the library's area of service.
- Notices will be no larger than 8.5 x 11."
- Only one notice per organization may be posted at a time.
- Items will be posted for no more than two weeks.
- Items will be posted for one-time but not recurring events.

Posting of notices does not imply endorsement by the library or the City of Homer.

All decisions on posting notices are at the discretion of the library director.

#### Information Racks

The library has limited space for brochures and informational handouts. Materials relating to the library will have first priority. Space permitting, materials meeting the following guidelines may be made available for the public:

- Information produced by city, borough, state, and federal agencies.
- Informational materials from non-profit organizations.

- Information about educational courses and resources sponsored by a recognized community organization (but not those publicizing instruction by individual teachers or private firms).
- All materials must have relevance to the Homer community.

#### B. SOLICITATION, PETITIONS, AND DISTRIBUTION OF MATERIALS

Individuals or groups may circulate petitions and distribute literature on any topic in the public forum area surrounding the library building, subject to applicable local, state and federal laws and regulations. Persons wishing to circulate petitions or distribute literature should inform staff at the circulation desk before commencing as a courtesy to staff, to confirm location of the public forum areas, and to avoid potential conflicts with scheduled library activities. Distribution of literature and circulation of petitions must not disturb library patrons, impede their access to the library, create a safety hazard, or interfere in any way with normal use of the facility, the grounds, or parking areas.

Circulation of petitions and distribution of literature are forbidden within the library building, under the covered entrance to the library, along the front walkways that connect with sidewalks and the parking area, and in the parking areas in order to maintain safety and allow public access to the library without impediment or disturbance. The remaining library grounds are designated as public forum areas.

All materials must be worded to avoid any implication of endorsement or sponsorship by the Homer Public Library or the City of Homer. Permission to use the library grounds does not constitute an endorsement or sponsorship of any group, individual, organization or event or carry with it any responsibility for representation of all points of view.

Soliciting funds for any reason is not permitted anywhere on library property.

#### C. AREAS FOR NON-PROFIT DISPLAYS AND EXHIBITS

As part of its public service and information mission, the library makes available designated display and exhibit areas to non-profit groups engaged in educational, cultural, intellectual, or charitable activities.

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.

Individuals or organizations interested in posting displays or exhibits should fill out an exhibit request form (provided by the library) to include a written description and, if possible, photos.

Exhibits shall be appropriate to community standards. All decisions regarding exhibits shall be at the discretion of the library director. Due to limited space, the library

director will use his/her judgment regarding value to the community and balancing over time a variety of community interests. Regarding community interests and standards, the library director may seek the advice and determination of the Library Advisory Board's exhibits committee or the entire LAB, but final authority rests with the director.

Duration of displays shall generally be for a maximum of three months.

Artwork may not be offered for sale while on display in the Homer Public Library, except to benefit the library or Friends of the Homer Library.

The library does not accept any responsibility for loss or damage of exhibited materials. An owner may wish to obtain private insurance for valuables. Before leaving any materials or objects on exhibit, an individual in charge must sign and date a release form (provided by the library).

#### D. AREAS FOR ROTATING DISPLAYS OF WORK BY ARTISTS

Rotating exhibitions and displays of artwork may be installed in the library's public spaces in accordance with the following approved policies and procedures.

##### 1. Responsibilities and liabilities

Artists and/or galleries that submit artwork for display in the Homer Public Library accept full responsibility for the proper installation, display, and upkeep of artwork chosen for exhibition.

All installations and related processes must be approved by the appropriate staff of the Homer Public Library.

The general well-being, safety, maintenance, and good order of the Homer Public Library will take precedence over the agreement to mount or otherwise show exhibitions in library spaces.

Release forms: artists and/or galleries that submit artwork for display will sign a general "release form" that establishes: (a) the official responsible parties, (b) dates of exhibition, (c) specifics of exhibition, (d) insurance coverage or waiver, and (e) details of conditions of display.

The library does not accept any responsibility for loss or damage of exhibited materials. An owner may wish to obtain private insurance for valuables. Before leaving any materials or objects on exhibit, an individual in charge must sign and date a release form (provided by the library).

##### 2. Selection processes

General guidelines: it is recognized that tastes and preferences in artwork vary widely and that freedom of expression and access to alternative perspectives are among the

highest national values. It is also recognized that the public library is a space in which all segments of society are welcome and encouraged to participate in all its services and activities without barrier; these considerations require a community-based process and public sensitivity in the selection process for exhibitions installed in the Homer Public Library.

Community standards: exhibits shall be appropriate to community standards. A Community Artwork Selection Panel will evaluate proposed exhibitions and develop an appropriate schedule. All final decisions regarding exhibits shall be at the discretion of the library director.

Process: the following process is intended to achieve a broad-based consensus on “community standards” for artwork on display in the Homer Public Library.

The Community Artwork Selection Panel:

The Panel shall meet once a year to select works for exhibition and determine the schedule of the exhibitions.

Composition:

- One LAB member
- One member of the Friends of the Homer Public Library who is not a LAB member
- One member of the Parks, Art, Recreation, and Culture Committee.
- The library director

Solicitation of artwork: the library director and/or the Community Artwork Selection Panel may formally solicit artwork for display in the Homer Public Library.

Director review: in all cases, the director of the Homer Public Library will have final review authority of recommendations made by the Community Artwork Selection Panel.

### 3. Available spaces

General: while all exhibitions and displays of artwork are to be placed in such designated areas where they can be viewed by library visitors, no exhibitions or displays will be allowed to block or otherwise impede public access or movement in and around the library.

Main Stacks area: each wall panel/exhibit space is numbered and may be assigned individually or in groups to artwork exhibitions (single works or multiple works) according to an annual calendar plan.

Children's area: selected works may be free-standing, placed on vacant wall space, or suspended from the ceiling.

Lounge area: rotating displays of three-dimensional works may be placed in fireplace niches. Two-dimensional artwork may be hung on the east and north walls.

Open areas: may contain free-standing works that do not interfere with movement in the area.

Outdoor spaces: works and exhibitions to be displayed in outdoor spaces will also be considered by the Community Art Selection Panel.

#### 4. Sales and commissions

Artwork may not be offered for sale while on display in the Homer Public Library, except to benefit the library or Friends of the Homer Library.

#### 5. Exhibition Openings and other events

All exhibit-related events using the Homer Public Library grounds and interior spaces must be incorporated into the library calendar and schedule and have the written approval of the library director (or other established library use approval mechanism).

No alcohol may be served on Homer Public Library grounds or within the library. Unless the Homer Public Library has been retained for private, after-hours use, all exhibition openings and related events must be open to the public and free of charge.

Approved by the LAB September 4, 2018

Adopted by the HCC September 10, 2018