

Tabled 5/14/02

Submitted by: Assemblymembers Tesche, Taylor,
Van Etten, Von Gemmingen, Shamberg

Prepared by: Department of Assembly

For reading: May 14, 2002

ANCHORAGE, ALASKA

AR NO. 2002- 152

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPROVING AN
ANCHORAGE MUNICIPAL LIBRARIES EXHIBIT POLICY AS RECOMMENDED BY THE
LIBRARY ADVISORY BOARD**

WHEREAS, after a successful legal action against the Municipality last year over the library exhibit policy, a new library exhibit policy was prepared and recommended by the Library Advisory Board; and

WHEREAS, the attached new policy was unanimously approved by the Library Advisory Board on July 31, 2001; and

WHEREAS, since its approval by the Library Advisory Board, the proposed policy has been under legal review by the Municipal Attorney; and

WHEREAS, the Municipal Attorney has not recommended any changes or corrections to the Policy approved by the Board last year.

NOW, THEREFORE, the Anchorage Assembly resolves:

Section 1: That in an effort to allow the Municipal Library System to offer space for library exhibits, the Anchorage Municipal Libraries Exhibit Policy (as unanimously recommended by the Library Advisory Board) is hereby approved.

Section 2: That this resolution is effective immediately upon passage and approval

PASSED AND APPROVED by the Anchorage Assembly this _____ day of _____, 2002.

Chair

ATTEST:

Municipal Clerk

EGJ/2002/RESOLUTIONS/AR44

Anchorage Municipal Libraries Exhibit Policy

draft 7/31/01

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 a 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 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 *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 and/or make recommendations 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: Date: ?/?/2001

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ANCHORA

**LIBRARY ADVISORY BOARD SPECIAL MEETING
July 31, 2001**

CALL TO ORDER

Deirdre Ford, President, called the meeting to order at 12:11 p.m.

ROLL CALL

BOARD MEMBERS PRESENT: Deirdre Ford, Alden Todd, Beverly Beeton (telephonically), Mary Rasmussen, and Claudia Wallingford

Quorum: Yes

Members Absent: Mary Price, Bruce Phelps and Hal Gage

Staff Present: Tim Lynch, and Margaret Yarbrough

Action Item:

Deirdre Ford, representing the Display Policy Committee, presented a draft of a new Anchorage Municipal Libraries Exhibit Policy and recommended changes to the exhibit request form.

Mary Rasmussen made a motion to accept the policy with minor changes, and to recommend that the Municipality should accept the policy. The motion was seconded by Claudia Wallingford, and passed unanimously.

Adjournment:

Alden Todd moved that the meeting adjourn at 12:25 p.m. Motion passed unanimously.

Minutes approved August 15, 2001.

Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
Agenda Document Control Sheet

AK 2002-152

(SEE REVERSE SIDE FOR FURTHER INFORMATION)

1	SUBJECT OF AGENDA DOCUMENT Approving an Anchorage Municipal Libraries Exhibit Policy	DATE PREPARED 5/7/2002
		Indicate Documents Attached <input type="checkbox"/> AO <input checked="" type="checkbox"/> AR <input type="checkbox"/> AM <input type="checkbox"/> AIM
2	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Greg Moyer
3	THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY	HIS/HER PHONE NUMBER
4	COORDINATED WITH AND REVIEWED BY	INITIALS
	Mayor	
	Heritage Land Bank	
	Merrill Field Airport	
	Municipal Light & Power	
	Port of Anchorage	
	Solid Waste Services	
	Water & Wastewater Utility	
	Municipal Manager	
	Cultural & Recreational Services	
	Employee Relations	
	Finance, Chief Fiscal Officer	
	Fire	
	Health & Human Services	
	Office of Management and Budget	
	Management Information Services	
	Police	
	Planning, Development & Public Works	
	Development Services	
	Facility Management	
	Planning	
	Project Management & Engineering	
	Street Maintenance	
	Traffic	
	Public Transportation Department	
	Purchasing	
	Municipal Attorney	
	Municipal Clerk	
	Other	
5	Special Instructions/Comments <div style="text-align: center; font-size: 1.5em; margin-top: 20px;"><i>Acton</i></div>	
6	ASSEMBLY HEARING DATE REQUESTED 5/14/2002	7 PUBLIC HEARING DATE REQUESTED

2002 MAY -8 AM 10:51
 CLERK'S OFFICE
 M.D.A.