Boise Public Library
Policy Review June 6, 2018

Policy items reviewed and presented are as follows:

SECTION 8.00, DISPLAYS & EXHIBITS

- Policy 8.01, Displays
  - Regulation 8.01a, Display Cases
  - Exhibit 8.01b, Loaned Object Display Agreement
- Policy 8.02, Bulletin Boards
  - Regulation 8.02a, Bulletin Board Guidelines

Staff Recommendations:
Policy 8.00 of the Boise Public Library policy manual is presented to the Library Board for review. Staff has no recommended changes to these policies and are included in the meeting packet for information purposes only, unless the Trustees direct changes.
DISPLA YS

The Library will consider requests from organizations, businesses, and industries to exhibit displays and post advertisements and brochures. Approval of materials for display or distribution ultimately shall be at the sole discretion of the Director. In all instances, the Library reserves the right to refuse any materials for exhibit, display, or posting. It is the policy of the Library not to advertise commercial endeavors unless the Library is a beneficiary of those endeavors. The Library will attempt to protect material displayed, but cannot be responsible for loss or damage to such material.

The Board hereby defines the conditions under which items may be accepted for display or posting in the Library:

1. The Director or designee may determine the suitability of a given item for display or posting, considering both the facilities available and the objectives of the Library.
2. Display items will be accepted for limited times only. In general, these periods will not exceed 30 days. Requests for a longer display period may be made to the Director.
3. No liability for loss of, or damage to, display items is assumed either by the Library or by Boise City. Exhibitors are advised to carry their own insurance; such insurance should indemnify exhibitors for the entire value of items to be exhibited at the library.
4. In the event that the owner of the display does not reclaim it within 30 days of the ending date for the loan, the Library will make every effort to sell and dispose of the property in accordance with applicable Idaho law.
5. A display application form, clearly stating the duration of the display and its terms, will be completed and signed in every case and must be on file in the Library Administration office before displays will be approved. (Exhibit 8.01b)
DISPLAY CASES

Upon completion of the display form (Exhibit 8.01b), displays of crafts or artifacts will be scheduled by staff as designated by the Director.

Display cases may be used for one month, unless other arrangements are made in advance. It is the responsibility of the individual or organization using the cases to arrange and label the items.
LOANED OBJECT DISPLAY AGREEMENT

Loan Agreement between the Boise Public Library and:

Owner: ____________________________________________
Address: ____________________________________________
Telephone: ____________________________________________

Description of objects loaned for display or exhibition (quantity, appearance, condition):

_____________________________________________________

Borrowed on __________________________
To be returned __________________________
Owner’s estimated value of loaned object(s) __________________________
Owner’s insurance carrier and policy number: __________________________

I, ____________________________________________, hold, covenant and agree to indemnify and

(Owner or Owner’s Authorized Representative)
save and hold harmless Boise City and Boise Public Library from and against any and all
loss, damage, injury, liability and claims for loss, damages or injuries to persons or
property or loaned object(s) arising out of the loan of the above-described object(s) to
Boise Public Library for display or special exhibit purposes. If I have not physically
reclaimed the loaned object(s) from Boise Public Library within thirty (30) days of the
date to be returned specified above then I hereby authorize Boise City and/or Boise
Public Library to sell and dispose of the loaned object(s) or to transfer said object(s) to
another entity and waive any claims to the loaned object(s) or consideration received for
the loaned object(s) by the owner, his/her heirs, assigns or those in probity with the
owner. Whatever monies or other consideration Boise City or Boise Public Library has
received upon sale or disposition of the loaned objects may, after being held in trust for a
period of six (6) months, be deemed a gift to the Boise Public Library, free and clear of
any claim on the part of the owner.

By executing this document, I agree to the terms stipulated above and hereby certify and
swear that I am the owner of the loaned object(s) or the owner’s duly authorized
representative and that I am authorized to execute this document and enter into and bind
the owner to the obligations cited herein.

Signed and effective this ______ day of ________________, 20__:

Owner or Owner’s Authorized Representative                                Boise Public Library Authorized Representative
BULLETIN BOARDS

The Library may permit distribution of, or may post on its bulletin boards, announcements of the cultural activities of the community (those concerned with literature, art, music, drama, and related activities) and public announcements of general interest to the community.
BULLETIN BOARD GUIDELINES

Postings to Library bulletin boards are subject to the following guidelines:

1. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.
2. Posters, notices, and material for distribution shall be submitted to staff. Nothing may be posted or removed from bulletin boards except by staff.
3. Items to be posted or distributed must be delivered to the Library for approval. Approved items will be date-stamped and posted. All items will be removed by authorized staff members immediately following the event advertised. Posted materials which do not advertise a specific event will be removed 30 days after posting. All items will be discarded upon their removal. The Library will discard all items not approved for posting or distribution.
4. Posters and notices with printed price charges may be accepted, but not those announcing events designed to make a profit for a commercial enterprise.
5. In the field of education, only those announcements of courses given by educational institutions or sponsored by recognized community groups (e.g., the Chamber of Commerce) may be accepted.
6. Announcements concerning interdenominational religious activities (e.g., joint Good Friday services) may be accepted, but not those of individual churches, sects, or cults.
7. Items for public review and comment are received at the 3rd floor reference desk of the Main Library or at any service desk in the Library’s branch locations. Individuals submitting these materials must leave a contact name, phone number, and date on which the materials will be picked up or after which they may be discarded. Items not collected after the comment period expires are considered gifts to the Library, as are items left without a pick-up date.
8. Individuals representing themselves or a group are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in a Library building or in any place on the premises that would interfere with the ability of staff or patrons to conveniently enter or exit the building.
9. Non-Library sale of any item(s) in any Library building or anywhere on Library grounds is allowed only with the written permission of the Director or designee. Under limited circumstances, the Library may act as an agent to sell materials. The determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.
10. Posting of notices and distribution of material does not imply endorsement by the Library.