

MNG-9**DISPLAYS****Policy Statement:**

Displays are a fundamental component of library service that:

- Introduces patrons to library resources and materials;
- Provides learning and entertainment opportunities to meet the informational and educational needs of library patrons.
- Supports and responds to emerging community interests as well as established interests and demands; or
- Reflects equitable outreach and engagement to a diverse community.

Regulations:

- 1) The Library Director and designated department staff are responsible for **oversight** of displays.
- 2) Library displays should align with the Library Bill of Rights and the library's mission and goals.
- 3) Library selection of a display does not constitute an endorsement of the content of the display. Decisions to provide displays will not be made on the basis of any anticipated **agreement or disagreement**, but solely on the merits of the display in serving the interests of Library customers.
- 4) Library displays must have educational, informational, or cultural value to the community. Displays of a purely commercial nature, or those designed for the solicitation of business will not be accepted by the Library.
- 5) Displays that endorse a particular political issue, belief, or candidate will not be offered or approved. (see policy MNG-11, Distribution of Non-library Information)
- 6) Displays will not be offered or approved that endorse or oppose a specific religion. Because the Library serves a diverse group of people, we strive to keep our displays as diverse as possible as well.
- 7) Library staff uses many criteria when making decisions about displays and accompanying resources, including:
 - a) Library goals
 - b) Community needs and interests
 - c) Relation to library collections, resources, services, and events
 - d) Connections to other community programs, exhibits, or events
 - e) Historical or educational significance
 - f) Treatment of content for intended audience
 - g) Creator expertise
 - h) Popular appeal
 - i) Budget and staffing resources
- 8) The Library may draw upon other community resources when developing displays and may actively partner with other community agencies, organizations, educational and cultural institutions to develop co-sponsored displays.

- 9) Unsolicited offers from individuals and organizations to put up displays in the library will be considered and evaluated using the criteria in regulation 7.
- 10) A display proposal form must be submitted before unsolicited offers will be considered.
- 11) The name of the sponsoring organization or agency should be clearly identified on all displays.
- 12) The library cannot be held liable for the preservation, protection, or possible damage or theft of any item displayed.
- 13) Use of display space for library purposes will take precedence over requests from outside agencies or individuals.
- 14) The library reserves the right to use video or photographs taken of the display for internal use, publication, use in Library promotional outlets, and evaluation purposes.
- 15) Installation and removal of a non-library-created display will be the responsibility of the agency or individual who filled out the request for display space. Staff will oversee the installation of all exhibits.
- 16) The Library welcomes expression of opinion from customers concerning displays. Customer concerns about a Library display should be shared with the Assistant Director of Public Services. Customers who wish to continue their requests for review of a display or the denial of a request to put up a display may submit a Request for Review form. Requests for review of displays will be considered in the same procedural manner as requests for reconsideration of library materials. Customers who disagree with the findings of a Review Committee may appeal the issue to the Library Director, and then to the Library Board of Trustees.