

DISPLAY POLICY

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The North Douglas Library District maintains a selection of rotating displays that showcase the District’s collections and services and which aim to further the District’s mission. Displays provide opportunities for the community to learn about library collections, resources, or services, and encourage lifelong learning, recreation, and entertainment.

The District offers a limited amount of temporary display space for individuals and local community groups that want to educate, inform, or engage the community. Display areas are not intended to be public forums for public speech and expression, but rather are intended to complement the District’s educational mission and enhance the public’s experience of the library. Commercial displays will not be permitted.

The North Douglas Library District subscribes to the use of its facilities in a manner consistent with the American Library Association’s *Library Bill of Rights*, the *Freedom to Read Statement*, and the *Freedom to View Statement*. Displays or exhibits do not constitute endorsement by the North Douglas Library District, District employees, or District volunteers of the content of views expressed in the display materials.

Display Selection Guidelines

Display guidelines are used in conjunction with District staff knowledge and experience with library materials and of local community interests. The following goals and criteria should be followed as closely as possible to maintain broad, current, and popular library displays.

Displays shall achieve one or more of the following:

- Enhance library user experience.
- Promote library collections, resources, and/or services.
- Encourage engagement and participation with library collections, resources, and/or services.
- Inspire lifelong learning and/or community involvement.
- Inform library users of current issues, events, or other subjects of local interest.

Displays can include:

- Physical library materials and/or informational flyers.

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- Works of arts, crafts, literature, or other cultural expression from community groups or organizations, students, professional artists and craftspeople, with an emphasis on those from north Douglas county and the surrounding areas.
- Historical or other artifacts that are educational or may otherwise complement the collections of the District.
- Informational material from town and state agencies, schools, and non-profit organizations that may wish to publicize their organization or activities.

Selection Authority and Responsibility

Ultimate responsibility for library displays rests with the Library Director. The Library Director may delegate authority to interpret and guide the application of this administrative rule in making decisions relevant to managing library displays.

Displays are maintained by District staff. The District reserves the right to change the theme of a display, or extend its presence in a space based on the demand for the topic of interest. District staff reserve the right to add or remove items from displays to meet the goals listed within this policy.

Access

The North Douglas Library District supports the undeniable right of all individuals to access information that represents a full range of ideas, opinions, concepts, topics, and thoughts, regardless of that individual's background including but not limited to state and federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information. The District does not accept responsibility for ensuring that all points of view are represented in any single display.

District staff will determine the placement of materials, taking into consideration the intended audience for the materials on display in relation to the intended audience of the space where the display is located. Some library displays will include materials that may range across various intended audiences. District staff will also consider accessibility of materials and resources in placement of materials.

The District assures unrestricted access to its collections for all residents. Adults and children are free to select or reject for themselves any item in the collection. The District does not take the place of a parent or guardian. Legal guardians have the responsibility to guide and direct the reading, viewing, and listening of their own minor children. Individual or group prejudice about a particular item, subject, or type of display may not preclude its use by others.

Temporary Public Displays

Library display spaces are reserved for District use unless specifically arranged through the Application Procedure described below. Temporary spaces available for non-District curated displays are:

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Children's Display Spaces

- Small bulletin board in the children's area.
- Large bulletin board in the children's area.

Teen Display Spaces

- Small bulletin board in the teen area.

General Display Spaces

- Henderson memorial display case (locked case with adjustable shelves).
- Display case in Civic Center lobby area (locked case).
- Library desk (limited to flyers).

Application Procedure

- Displays and exhibits should be appropriate for all ages and must adhere to the District's mission, vision, and policies.
- Displays may be scheduled for one month at a time.
- Display space may not be booked more than one year in advance.
- Individuals or groups are limited to one display per year. District-sponsored displays are not subject to this limitation.
- Individuals or groups wishing to create a display should submit a written request to the Library Director that includes:
 - Display title and theme.
 - Desired date of display.
 - Desired display location.
 - Responsible party name and contact information.
 - A brief description of the individual or organization.
 - A diagram of the proposed display.
 - Representative samples of the body of work, or other information necessary for the District to make an informed decision on the proposed display.
- Requests are reviewed by the Library Director and a minimum of 2 District staff who have expressed interest in coordinating displays. The Library Director will contact the applicant within thirty (30) days. The Director reserves the right to deny displays or exhibits. Displays are approved according to the following criteria (in alphabetical order):
 - Availability of space.
 - Community interests and needs.
 - Historical significance or representation of emerging trends.
 - Quality of implementation.
 - Relation to past/future library exhibits or programs.
 - Suitability of physical form.
 - Vitality and originality.

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Publicity

The individual or organization mounting the display is responsible for publicizing the display. The District reserves the right to review any publicity material before release.

Installation and Removal

It is the responsibility of the individual or organization to set up and remove the display on agreed-upon dates and to provide all necessary equipment. Equipment and supplies must first be approved. District staff are not available to provide assistance in setting up or taking down displays. Lighting in the display areas cannot be adjusted. The individual or organization will provide at the time of installation a list of pieces in the display and descriptive signs or labels for each of the pieces. Each display shall also include information indicating who prepared it and whom to contact for further information.

Insurance and Liability

The individual or organization agrees to indemnify and hold harmless the City of Drain, North Douglas Library District, District employees, or District volunteers from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. If exhibitors desire insurance, they must arrange for it at their own expense.

The District cannot provide storage for the property of organizations or individuals displaying in the Library.

The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal.

Request for Reconsideration of Library Displays

The District will not censor or remove a display, exhibit, or item due to concerns over the display's content. Individuals who object to a particular display, exhibit, or item must complete the *Request for Reconsideration of Materials Procedure* as outlined in the District's Collection Development Policy.

Individuals or organizations whose applications to display have been denied by the District's selection committee may also complete a *Request for Reconsideration*.