

DISPLAY, EXHIBIT, AND POSTING POLICY

1. Introduction

Dorr Township Library's (the Library's) Display and Exhibition Policy provides a framework for Library staff to determine how display topics are selected. Library displays support the Library's mission by providing opportunities for patrons to access materials for education, information, and recreation. The Library's goal is to provide displays and exhibits in Library facilities to highlight the library's collection and inform the public on a variety of topics and viewpoints. The goal of these guidelines is to help staff and others understand the criteria used to create displays, the types of displays one may see around the Library, and how these displays help the Library achieve its mission.

2. Displays

a. Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, Library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs.

Criteria may include, but are not limited to:

- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

b. Responsibility

Library staff or community members may suggest a display topic, and staff typically design and curate displays. However, final approval and ultimate responsibility for each display rests with the Library Director.

c. Intellectual Freedom and Censorship

The Library affirms the First Amendment to the U.S. Constitution and the right of the people to receive information. Displays and exhibits are marketing efforts designed to provide for these rights and are therefore under First Amendment protection.

d. Types of Display

- i. Monthly Displays. Every month, Library staff will change out displays around the Library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, award winning materials, and specific genres or classes of materials. Monthly displays are planned in advance by Library staff.
- ii. Pop-Up Displays. Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the Library and literary world. Examples include the displays near the entrance showcasing the current book being read in each Book Club.
- iii. Digital Displays. Displays that occur in the Library's online presence including, but not limited to, the Library's social media pages, the Library's digital signage, the Library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs.

3. Exhibits

Although it is not a common practice, the Library may choose to exhibit artwork, handiwork, historical, or other materials belonging to members of the community to showcase the talents and interests of the community and for the information, education, and interest of the public. These may or may not grow out of the Library's programs.

- a. **Restrictions**. The Library will NOT exhibit campaign materials or anything of a political nature.
- b. **Selection**. The Director shall accept or reject the material offered for display based on its suitability and availability. Materials exhibited will be appropriate to a general audience.
- c. **Liability**. The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the Library are there at the owner's risk. A release must be signed by the exhibitor before any artifact can be placed in the Library.

4. Postings

- a. **Purpose.** The purpose of the public information displays and bulletin board in the Library lobby is to make print material regarding civic, cultural, recreational, educational, charitable, and human services programs and events in the community available to the public at large.
- b. **Restriction.**
 - i. Commercial and business items are limited to business cards, which may be pinned to the bulletin board.
 - ii. Campaign material and other material of a plainly political nature may not be distributed or posted in the Library.
 - iii. Religious material is acceptable if promoting a charity event or service. All religious bodies, broadly construed, are eligible for these types of postings.
- c. **Responsibility.** All final decisions regarding the acceptance or rejection of materials offered for public posting belong to the Director, who bears final responsibility for the content of displayed material.
- d. **Non-endorsement.** Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

5. Rejection, Reconsideration, and Appeal

- a. Users may appeal in writing any decision of the Library Director under the Exhibit and Posting Policies to the Library Board within ten days. Written appeals may be mailed to the Library, given directly to staff at the Library, or emailed to the Board at dorrLibraryboard@gmail.com.
- b. Patrons who object to content in a display, exhibit, or posting may follow the Reconsideration procedure outlined in the Collection Development and Programming Policies, beginning with requesting a Reconsideration Form from the Library staff or downloading the Request for Reconsideration from the website [here](https://www.dorrlibrary.michlibrary.org/site-assets/files/dorr-township-library-coll-dev-policy2023_reconsideration.pdf): https://www.dorrlibrary.michlibrary.org/site-assets/files/dorr-township-library-coll-dev-policy2023_reconsideration.pdf

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