**Columbus-Lowndes Public Library System**

**Display Policy**

Approved by the CLPLS BOT 09/27/2022

**Purpose**

The Columbus-Lowndes Public Library System (CLPLS) provides educational, informational, civic, and cultural displays for the community. The library is a public forum where ideas and information are freely communicated, and a broad spectrum of opinions are presented in displays and exhibits. Viewpoints expressed in displays reflect the library’s intellectual freedom policy and are not endorsements of the viewpoints. The term “display” is used collectively to include flyers, posters, handouts, and exhibit items. The goal of all displays is to highlight resources, services, or collections of the CLPLS.

Additionally, the CLPLS may partner with outside organizations on displays.  These collaborations are for the dissemination of information of a civic, cultural, and educational and recreational nature. Any individual or organization wishing to arrange for disbursement of information or to display or exhibit in any library of the CLPLS must first secure permission from the CLPLS Display Committee.

**Subjects**

Internal displays are in line with the CLPLS collection development policy. No subjects will be off-limits, although controversial materials may be reviewed by the Library Director to make certain the display meets the stated purpose of displays and that any such display benefits the community.

**Audience**

While displays will be on view to all patrons and library staff, some may appeal to specific groups.

**Materials**

Displays will consist of a variety of materials including, but not limited to, posters, book jackets, books and other library materials and handouts, both those used in the library and those created for specific displays. Supporting furniture such as corkboards, stands and bookshelves will be used as necessary and as appropriate.

**People**

Any employee of the library or affiliated partner of the library may conceive of and request permission to put up a display in the library. Outside groups may only put up displays if they are collaborating with library employees and if all other requirements are met.

**Locations**

The primary location for displays will be in the main circulation area. Context-specific displays may be in other library areas. Examples of this include placing a display near a computer terminal on another floor, or near a specific collection such as the literature collection, juvenile collection, or government document collection.

**Oversight**

The librarian or library staff creating a display is primarily responsible for coordinating the content, set-up, replenishing (if applicable) and removal of displays.

**Reconsideration and Appeal**

Patrons concerned about material in display spaces may discuss those concerns with the Library Director or designee. The library will not remove a display solely because a patron has objected to its content.

* The patron must file a Citizen’s Request for Reconsideration of Library Materials Form to seek a formal determination. The Library Director will issue a determination within seven working days of receipt of the request. If the request is denied, the patron may appeal the decision to the Library Administrative Board of Trustees at a public meeting in accordance with *MS Code § 25-41-5*.
* The decision of the Library Administrative Board of Trustees shall be the final administrative remedy in this appeal process.

**Security**

The main display site is in a heavily used public area, so a display’s security needs must be minimal. The librarian or library staff creating the display is responsible for restocking handouts, straightening, or otherwise adjusting displayed materials, and removing unwanted additions or graffiti.

**Non-Internal Display Guidelines**

* Library-sponsored displays are given priority in scheduling the display space. Only library displays are created in the stack’s areas.
* No poster, display, exhibit, pamphlet, brochure, leaflet, or booklet shall be exhibited, displayed, or placed in the branches for distribution without permission from the Display Committee.
* In all instances, the library reserves the right to refuse any item it considers commercial, in bad taste, or of doubtful value.
* No organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters which advocate the election or defeat of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, whether political or otherwise. Exceptions to this rule would be materials that educate the public on bond issues, tax levies, etc. Official election information will be made available in the library.
* Persons are forbidden to distribute commercial advertising literature on library property or to solicit funds for any purposes.
* Posting of notices and distribution of material does not imply endorsement by the library.
* The library assumes no responsibility for the preservation, protection, damage, or theft of any item displayed or exhibited. All items are placed in the library at the owner’s risk. A display agreement will be signed in recognition and understanding of this policy.
* Outside displays and exhibits are expected to be set up and removed without the library staff's help.
* The library reserves the right to discard any materials not removed in a timely manner.

**Appropriate Themes**

Library displays generally focus on themes related to current programming (Summer Reading, National Library Week, Banned Book Week), to national observances of significance (Black History Month, Women’s History Month, National Poetry Month), to regional-interest topics, seasonal themes and celebrations, tie-ins with media events (films based on books, popular series), and similar subject matter.