

Cook Memorial Library

Library Displays Policy

I. OBJECTIVE

Cook Memorial Library (CML) maintains several library-initiated display areas/zones that showcase the Library's collections and services and which aim to further the Library's mission. CML endeavors to present a broad range of human experiences, knowledge, and perspectives for maximum individual exploration, opportunity, and understanding. Displays provide opportunities for the community to learn about library collections, resources, or services, and encourage lifelong learning, recreation, and entertainment.

Library displays include display casework, fixed and mobile display units, materials displayed as part of off-site events and programs, and digital displays both in-library and online. All library displays are curated and maintained by CML staff. Inclusion of materials on library displays is based on the merit of the work as it relates to the goals of library displays as outlined in this policy and the Library's mission. Creation of a display or exhibit by the Library does not constitute endorsement by the Library of the content or views expressed in the display materials.

II. INTELLECTUAL FREEDOM & NON-DISCRIMINATION

CML is committed to upholding constitutional intellectual freedom rights to freely access information as guaranteed by the First Amendment. The Library hereby subscribes to the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement as adopted by the American Library Association.

Library-initiated displays will not exclude topics, books, media, or other resources solely on the basis that they may be considered controversial. On the contrary, the Library can best serve community interest and its mission by featuring trending controversial topics. CML will continuously work to curate displays representing a wide array of people, cultures, ideas, and experiences. All Library staff are expected to present materials in a non-partisan and unbiased manner.

CML 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.

III. RESPONSIBILITY FOR LIBRARY DISPLAYS

Ultimate responsibility for library displays rests with the Library Director, who administers procedures designed to achieve the results directed by the Library's policies. The Library Director may delegate authority to interpret and guide the application of this policy in making decisions relevant to managing library displays.

IV. METHODS OF DISPLAYING LIBRARY MATERIALS

The display policy consists of general guidelines that must be used in conjunction with Library staff knowledge and experience with library materials and of the community served. The following goals and criteria should be followed as closely as possible to maintain broad, current, and popular library displays. All displays are curated by Library staff.

A. LIBRARY DISPLAY GOALS

The following provide a foundation for all displays at CML. Displays shall achieve one or more of the following:

1. Enhance library customer experience
2. Promote library collections
3. Raise awareness of library services and programs
4. Encourage staff engagement and participation with library collections
5. Inspire life-long learning

B. CRITERIA FOR MATERIALS SELECTION IN LIBRARY DISPLAYS:

Displays shall include one or more of the following:

1. Materials that reflect and support CML initiatives, programs and events
2. Materials that promote CML marketing and outreach themes
3. Materials that reflect current, historical, or cultural events of community interest, including holidays
4. Materials that reflect seasonal changes of interest to the community

5. Materials that allow for the discovery of new authors and/or topics of interest
6. Every attempt will be made to support diversity in library displays, including materials by or about historically marginalized groups or communities. Creators or content by or about state or federal protected classes: race, color, religion, sex (including pregnancy, sexual orientation, and/or gender identity), national origin, age, disability, and genetic information will be protected in accordance with local, state and national anti-discrimination laws.

CML 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. Library staff reserve the right to add or remove materials from library displays to meet the goals listed within this policy. Unsolicited additions to library displays by non-Library staff will be removed from displays according to the book's ability to align with the goals listed within this policy. The intentional removal of materials from Library displays to prevent checkout by other patrons is strictly prohibited.

V. ACCESS TO LIBRARY DISPLAY MATERIALS

CML staff will determine the placement of materials, taking into consideration the intended audience of 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 due to the theme or need of the display. Library staff will also consider accessibility of materials and resources in placement of materials.

The Library assures unrestricted access to its collections for all patrons. Adults and children are free to select or reject for themselves any item in the collection. The Library does not take the place of the parent or guardian. Parents or 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 material in the collection may not preclude its use by others.

VI. REQUEST FOR RECONSIDERATION OF LIBRARY SERVICES

Materials will not be removed from library displays due to concerns over the material's content. Patron objections to any Library display will be addressed

using the process set forth in the “Administrative Review of Library Services Policy.”