



## **Display Policy**

Freeport Community Library provides displays and exhibits in the library to highlight the library's collection and inform the public.

### **Selection of Displays**

Library displays are planned, organized, and/or implemented by library staff. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by Freeport Community Library or the Town of Freeport of the content of the display or exhibit, or of the views expressed in materials on display.

### **Responsibility**

Library staff accept suggestions for display topics, but topics and materials selection are at the discretion of the library staff, and ultimately, the Library Director.

### **Bulletin Board**

The Library has a bulletin board in the front lobby used to promote and bring awareness to events and information of interest to the community. The Library makes space available when possible for the distribution of free materials such as pamphlets, flyers, brochures, leaflets and other media that provide information about non-profit, community, educational, cultural or recreational projects, events, or services.



Because of heavy demand on the bulletin board space, organizations are asked to give their materials to the staff at the front desk of the library. Once a week, new materials will be posted on the board and past-date items will be taken down. No item may remain on the bulletin board for longer than four weeks except at the discretion of the Director.

The Library does not permit private third-party signs to be posted on its property. Limited posting of signs for community organizations or events may be possible with the approval of the Library Director. Signs for political candidates or advocacy issues will not be permitted. All signs must be of a size and nature so as not to interfere with normal library business, traffic, and safety.

The Library does not advocate, endorse or evaluate in any way the content of the bulletin board and does not consider the maintenance of the bulletin board a priority Library service.

### **Questions and Concerns**

The Library welcomes expressions of opinion from patrons concerning library exhibits and displays. Questions or concerns should first be addressed with a Library staff member. Patrons who wish to continue their request for review may submit a Request for Reconsideration form, which can be obtained at the Library. Requests for review of library displays and exhibits will be considered in the same manner as requests for reconsideration of materials, as outlined in the Materials Selection Policy.