

Brookings Public Library Policy:	Title: Display Policy	
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Policy Source: Director of Library Services	Policy Audience: Brookings Public Library Staff and Patrons	Total Pages:

I. PURPOSE

To establish a written policy in public displays and exhibits in the Brookings Public Library.

II. POLICY

The Brookings Public Library provides displays and exhibits in the Library to highlight the Library’s collection and inform the public.

III. DEFINITIONS

A. Display: a prominent exhibition of something in a place it can be easily seen.

IV. ADMINISTRATION: Selection of Displays

A. 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:

- a. Community needs and interest
- b. Availability of display space
- c. Historical or educational significance
- d. Connection to other community or national programs, exhibitions, or events.
- e. Relation to Library collections, resources, exhibits, and programs.

B. 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.

C. The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiate 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 controversial. Acceptance of display or exhibit topic by the Library does not constitute an endorsement by Brookings Public Library or the City of Brookings of the content of the display or exhibit, or of the view expressed in materials on display.

V. **Responsibility**

- A. 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.
- B. The artist of individual representing the organization must complete a *Display Loan Agreement Form* prior to the public display of items.
- C. The Library will not display or promote raffle items except for the Friends of the Library

(text modified from the Driftwood Library: https://www.driftwoodlib.org/pdf/policy_display.pdf)