

The Case Memorial Library

Library Display Policy

The Case Memorial Library staff may provide temporary displays that highlight cultural and educational topics or promote the library's collection and services. The Library Display Policy provides guidelines for the creation and management of these displays.

The policy is written in accordance with the American Library Association's Library Bill of Rights and Code of Ethics, and the Case Memorial Library Collection Development Policy.

I. Display Selection

The Library Director, or a designed appointee, selects and approves display materials.

Displays may

- a. highlight library materials and services;
- b. provide cultural or educational information;
- c. serve community needs and interests;
- d. entertain and enlighten;
- e. present perspectives on historical and current issues.

Displays may contain a variety of materials, including books, articles, posters, photographs, and multimedia resources. The Library will make an efforts to ensure that displays are accessible and inclusive.

II. Subject Matter

Library staff seek to create displays that appeal to a diverse range of backgrounds, interests, and needs. The inclusion of an item in a library display is not to be considered an endorsement by the Library: the Library neither approves nor disapproves the views expressed in materials displayed in the Library. The Library supports free communication and creative expression, even if some material is unpopular or unorthodox. Some patrons may find some materials offensive; however, no patron has the right to impede another's freedom to information. The Library seeks to protect the freedom to read for all of its patrons. The library does not display pornography (as defined by the Connecticut General Statutes Title 53A, sec. 53a-193).

III. Reconsideration of Displayed Materials

If a library patron feels that a display violates these standards, she or he may submit a "Request for Reconsideration of Library Materials" to the Library Director. The Library Director will review the concern and consult with relevant staff or Library Commission members as needed. A written response will be provided to the individual within 30 business days of receiving the form. While a display is under review, it will not be removed or altered. The individual who submitted the challenge may appeal the Director's decision to the Library Commission within 30 business days of receiving the response. The Library Commission will then review the matter at its next meeting and issue a final decision.

Event & Display Reconsideration Form

The Commission of the Case Memorial Library has established an event and display reconsideration policy, and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of an event or display, please return the completed form to the Library Director, who will review it and make a decision.

Date _____ Library Card Number _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

1. Are you requesting reconsideration for an **event** or **display**? (Please circle one)

2. Name and date of Event, if applicable _____

3. Where is the event or display located? _____

4. What brought this to your attention? _____

5. What concerns you about the event or display? (please use another page if you need more room) _____

6. What action are you requesting the library consider? _____

Attach a photograph of the display.