

Display of Library Materials and Promotional Information Policy

Purpose

De Soto Public Library develops displays on a regular basis. This is done to promote use of the collection and to highlight its diversity; to bring attention to special or under-used aspects of the collection; to promote the yearly reading challenge program; to highlight newly acquired items; and to celebrate special occasions.

Policy Statement

De Soto Public Library offers resources that present a wide variety of views and opinions on current and historical issues. The inclusion of an item in the collection or a display does not represent an endorsement of its content by the Library.

Factors to be considered by library staff when planning the timing, duration, placement, and theme of a materials display shall include:

- Purpose of the display
- Size and location of designated display space within the Library
- Number of related materials available at the Library
- Expressed interests and/or information needs of area residents
- Current season of the year and holidays

Each display shall only include material classified for one age group: children, juveniles, teens/young adults, or adults. Only displays specifically classified for children are to be displayed in the children's area of the Library. Each display will include signage indicating age recommendations, as well as spine labels indicating age appropriateness.

Bulletin boards shall only be used for the promotion of Library events, services, and/or resources; recognition of seasons of the year; and the posting of information from other government agencies.

Only informative material supplied by a government-funded agency (and identified as such on the item) may be displayed or made available for distribution within the Library. Non-Library content shall not be displayed or made available for distribution without prior approval from the Director or the Library Board of Trustees.