



Category: Policies and Procedures

Title: Procedural Policy: Display Policy

Original Date: January 6, 2008

Revised Date: July 17, 2023

Policy: Display Policy

**Procedure:**

The Albany Carnegie Public Library recognizes its role as a source for community information and allows for both public and staff displays. Because of space limitations, however, the Library must set limits and priorities for distribution or display of printed materials within the Library's facilities. Priority will be made

- First to library materials, events/programs/services including those events/programs/services offered by the Library and another partnering organization.
- Second to civil/governmental materials for Gentry County, or the City of Albany
- Third the State of Missouri, or Federal Government agencies.
- Fourth local schools, organizations, clubs, and/or businesses

Materials from sources other than the groups and organizations listed above shall not be displayed or distributed inside the library or on its property. Any unsolicited materials found on Library property may be disposed of as the Library Director sees fit. Any questions regarding any display in the library should be forwarded to the Library Director via a Reconsideration of Library Materials Form.

Items may be displayed but are not limited to the display of resources, services and/or events, individual library items, seasonal decorations and promotional information displayed in designated locations in the library to support both the library and local outreach. Library staff prepares displays of library materials and promotional information for:

- Highlighting newly acquired items



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- Informing patrons of the variety of subjects, genres, and formats included in the library system
- Fostering engagement with or providing information about library systems resources, services, and events

The library offers resources that present a wide variety 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 contents by the Library or the staff members.

Factors that will be considered 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
- Historical, regional, or educational relevance
- Current season of the year and/or holiday

Each display will only include material classified for one age group: Early Readers, Juvenile, Young Adult, or Adults. Only materials classified for each age group may be displayed in their subsequent areas. Displays with an age specific sensitivity will be limited to adult library areas.

Bulletin boards, foyer display cases, front desk, and windows shall be used only for promotion of library events, services, and/or resources; recognition of seasons of the year; free bookmarks, policy and procedures, Library Board Meeting Agendas, and the posting of information from other government agencies

The library will maintain a public bulletin board and any posts to it will be maintained by the library Director and items may only be removed by said Library Director



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The library will display policy and procedures that pertain to patrons at the front desk. Copies of these policies will be available to patrons and the cost will be absorbed by the library.