

Holbrook Public Library's Display Policy

Purpose

The Holbrook Public Library's Display Policy provides a basis for the display of library materials by library staff, informs the public about the principles and criteria upon which these decisions are made, and promotes the purposes of the library's mission, which is:

"The Holbrook Public Library is committed to serving the changing needs of our community by providing access to free sources of knowledge, information, and entertainment both within and beyond our walls."

Policy

The Holbrook Public Library recognizes the significance of displays in enhancing the library experience for our community. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of our approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community.

Principles and Criteria

The final responsibility for the display of library materials is held by the Library Director, but day-to-day responsibility is shared by employees throughout the library. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs
- The Library 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 the Holbrook Public Library of the content of the display or exhibit, or of the views expressed in the materials on display.

Intellectual Freedom and Censorship

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

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Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children.

The Holbrook Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

Procedures for the Questioning of Library Displays by Patrons

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

1. The patron is referred to a staff member.
 - This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
 - After the interview, the staff member notifies the Library Director in a brief written statement as to the date, circumstances, and the result of the patron's concern.

2. A patron who wishes to pursue their question further is referred to the Library Director or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.
 - During the interview with the patron, the patron fills out one copy of the Request for Reconsideration of Library Material form.
 - The material will be reviewed by the Library Director and a member of the staff with expertise in the relevant subject area to ensure that the content aligns with the library's guidelines and Collection Development Policy. Upon completion of the review process, a written recommendation will be prepared by the reviewing staff member.
 - The Director makes a decision based on the staff member's recommendation.
 - The Director notifies the patron in writing of their final decision on the complaint regarding the display of the material. This decision is conclusive and cannot be further appealed. However, if the patron still wishes to pursue reconsideration of the material itself, they may do so through the established Request for Reconsideration procedure.

Approved by the Holbrook Public Library Board of Trustees on: August 16, 2023