

Exhibit and Display Policy

GENERAL INFORMATION

The Seguin Public Library uses displays and exhibits to increase public awareness of library resources and to support its mission as an educational, cultural, informational, and recreational center for the community.

For the purposes of this policy, the term “display” includes wall exhibits, the public information/local resources table and displayer, display cases, freestanding displays, handouts, flyers, library materials and exhibit/display items. Library exhibit and display areas and designated space for handouts and community information are determined by library management.

Library exhibits, displays, and notices shall further one or more of the following purposes:

- To promote library services, collections, and programs.
- To assemble library materials from several subject areas which relate to a theme of current interest.
- To highlight current issues, events, or other subjects of public interest in an informational manner.
- To promote diversity and inclusivity in our community.
- To display original art, artifacts, crafts, photographs, writings, and other types of items created by local artists or contained in traveling exhibits.
- To explain the activities of, or issues of interest to, local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
- To display interesting collections or hobbies of local residents.
- To make available information created by and of interest to the local community.

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 will not exclude topics, books, media, and other resources solely because they may be considered controversial.

EXHIBIT AND DISPLAY GUIDELINES

- I. Preference for use of exhibit and display space shall always be given to the library for its needs and purposes.

- II. Exhibit and display space is not intended to be a public forum. The library reserves the right to refuse display space for items that do not further the purposes set forth above.
- III. The library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.
- IV. Library staff accept suggestions for display topics, but topics and materials selection are at the discretion of the library staff.
 - A. The Youth Services Manager is responsible for the children's and teen displays and exhibits.
 - B. The Assistant Library Director is responsible for the adult and local history displays and exhibits.
 - C. Final approval of all displays lies with the Library Director.
- V. The presence of a particular display in the library does not indicate that the library or the City of Seguin either advocates or endorses the viewpoints of displays/exhibits or exhibitors and does not assume responsibility for representation of all points of view.
- VI. Displays and exhibits will not promote a specific religion or political party.
- VII. The library reserves the right to approve the content and arrangement of all exhibits and displays.
- VIII. The library assumes no responsibility or liability for the preservation, protection, damage, or theft of any item exhibited or displayed. Items are placed on display in the library at the owner's risk.

REQUIREMENTS FOR LOANED EXHIBIT OR DISPLAY ITEMS

- I. Written requests must be made to the library director for approval. Requests will be processed on a first come first served basis.
- II. The exhibitor/lender must complete a "Exhibit Display Agreement and Waiver of Liability" form,
- III. The exhibitor is responsible for the installation and dismantling of the display or exhibit as indicated on the "Exhibit Display Agreement and Waiver of Liability" form. If the library must dismantle a display/exhibit because it is not removed as scheduled, the library is not responsible for any damages.
- IV. Exhibitors using display cases, free-standing displayers or display space are liable for any damage resulting from said usage, as assessed by the City of Seguin.
- V. If items are not picked up at the agreed time, the library will attempt to contact the owner in writing within fifteen (15) days. If the owner does not respond within thirty (30) days of the scheduled pickup date, the items will become property of the library to dispose of in accordance with the City of Seguin's rules regarding disposal of surplus property. Library employees are not permitted to take possession of the items.

REQUIREMENTS FOR THE COMMUNITY INFORMATION DISPLAY TABLE AND DISPLAYER

- I. Nonprofit entities, other than religious organizations, and local community groups may display materials promoting their services, programs, and events as space permits.
- II. Fundraising or fee-based events for registered nonprofit organizations and educational institutions are subject to approval by library management.
- III. The following types of materials will not be accepted for display:
 - A. Advertisement of any business or commercial venture.
 - B. Items or services being offered for sale.
 - C. Promotion of political officials, candidates, campaigns, parties, or issues.
 - D. Promotion of a specific religion or religious organization
 - E. Anything of a discriminatory, defamatory, harassing, graphic, vulgar, or obscene in nature, or is otherwise inappropriate for public display.
 - F. Anything that violates any federal, state, or local laws.
- IV. All materials must be dated, identify the group or person responsible for distribution, and provide a contact address, email address, or telephone number. Anonymous items will not be displayed.
- V. Items will be displayed for a time determined by library staff based on currency and availability of space.
- VI. Items may be rejected due to lack of space or limited based on size.
- VII. The library reserves the right to relocate, rearrange, and remove items at any time.
- VIII. Granting permission to display materials does not imply the library's endorsement of the content, the sponsoring organization, or its views.
- IX. The library is not responsible for the accuracy of statements made in flyers or publications displayed on the community information display table.

QUESTIONS AND CONCERNS REGARDING EXHIBITS AND DISPLAYS

The library welcomes expressions of opinions from patrons concerning library exhibits and displays. A group or individual who objects to the appropriateness of a display/exhibit or a specific item in the display/exhibit may make an informal oral complaint to library staff. The resolution procedure for an informal complaint is as follows:

- I. Library staff will inform the librarian responsible for the exhibit/display that a patron has made an informal oral complaint.
- II. The librarian responsible for the display/exhibit will meet with the patron to discuss the patron's concerns and/or objections regarding the exhibit/display and provide the rationale for authorizing the display/exhibit.

If the individual is not satisfied with the discussion and chooses to formally challenge the exhibit/display in question, library staff will provide the patron a “Request to Re-Evaluate Library Exhibits/Displays or Display Materials” form, as well as a copy of the library’s Exhibit and Display Policy.

Challenged exhibits/displays or materials will not be removed until a final decision regarding the complaint has been reached.

The person completing the “Request to Re-Evaluate Library Exhibits/Displays or Display Materials” form must be at least 18 years of age, a resident of the library’s legal service area, and have viewed first-hand the exhibit/display in its entirety. The form must also include the rationale for re-evaluation, as well as requested action regarding the exhibit/display or display material. The completed form may be returned to the library via mail, email, or at a library service desk.

Once a form has been submitted, the resolution procedure is as follows:

- I. Within a reasonable period, the librarian responsible for the display will review the exhibit/display or material in its entirety and conduct the necessary research to re-evaluate the exhibit/display’s appropriateness, as well as verify it furthers one or more of the purposes listed under the *General Information* section of this policy.
- II. The librarian will consult with the library director and a decision will be made regarding the retention of the exhibit/display or items included in the display/exhibit. The ALA’s Library Bill of Rights and “User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the Library Bill of Rights” are two guidelines that will be considered when making a recommendation.
- III. Once a decision has been made, the complainant will receive notification of the decision and reasons for it in writing.
- IV. If the complainant wishes to pursue the complaint further, the individual or group representative may address the Library Advisory Board at a regularly scheduled meeting.
- V. The Library Advisory Board will review the complaint within a reasonable time and issue a decision in writing to the complainant within ten (10) business days of the Board review.
- VI. The Library Advisory Board’s decision will be final.

Approved and adopted by the Library Advisory Board on October 11, 2022