



## LS 112 Library Material Displays

Section: 100-Materials

Effective: October 2023

### Purpose

---

This policy directs the purpose and composition of the library materials displays. Library materials displays are created to help customers discover items in our collections, increase circulation, and support the library's mission and the goals of the Strategic Plan. Materials displays highlight the wide variety of materials that the library offers and should reflect the diverse reading interests of the entire community.

### Policy

---

#### ***What is a Library Materials Display?***

Library materials displays are planned and thoughtfully grouped, themed assortments of related items and are intended to support the library's mission and strategic priorities. Monthly and year-round themes are provided by Library Brand Innovation. These themes are selected to reflect the library's priorities and the diversity of the entire community. Materials displays should include items from library circulating collections, library created promotional materials, signage, and minimal supplemental decorations.

Thematic displays should represent the wide variety of viewpoints offered in the collections but should not be designed specifically to promote any religion, political party, or cause. Additionally, displays in the children's area should not be created around current events or social issues.

Materials displays can be located on designated counters, tables, or display fixtures throughout the library. Materials displays will not be publicized in the library's events calendar or to the media. Supplementary information from nongovernmental groups or organizations is not included in library materials displays.

In-line "face-out" presentations of materials and materials displayed at library programs are not required to follow monthly or year-round themes. The In-line "face-out" items should be selected from surrounding shelves and reflect duplicate titles, popular authors, or subjects in that area.

Materials presented at a library program should reflect the program topic and be placed on a table or book truck inside the meeting room near the entrance to capture the attention of customers as they enter and exit. These displays can also include items promoting upcoming library events, library services and/or library card applications.

***What is not a Library Materials Display?***

Posters, decorations, murals, holiday decorations, dioramas, and contest displays are not considered materials displays and should comply with policy LS 401, Facilities Use, Appearance and Maintenance and/or the rules for a specific display contest.

Items exhibited in library display cases and in designated library art displays are governed by policies and procedures outlined in policies LS208, Library Display Cases and LS209, Branch Galleries, respectively.

All library or community information posted on bulletin boards or provided on literature racks must conform to policies and procedures outlined in policies LS706, Distribution and Display of Community Information Publications and LS704, Distribution and Display of Promotional Publications.

Materials displays are presented in compliance with Hillsborough County Board of County Commissioners Board Policy Section Number 01.13.00.00 Displays, Posters, Exhibits and Notices at County Facilities, Administrative Directive CO-03 Displays and Exhibitions in County Center and Other County Facilities, and Administrative Directive CO-06 Communication and Public Information. Items included in library materials displays are limited to materials selected by library staff in accordance with this policy and constitute a nonpublic forum. Selection will not be made on viewpoint but may be based on the subject matter to be presented.

***Public Objections to Library Materials Displays***

Customer concerns or complaints about library materials displays will be handled in the following manner: the customer should first seek resolution from branch supervisor and Regional Manager. If unsatisfied with the response of the branch supervisor and Regional Manager, the customer may send a letter requesting review of the library materials display to the Library Director. The letter must be received no later than 15 days after the initial complaint to the branch or department supervisor. The Library Director or designee appoints a panel of three Managers or Regional Managers to review the library materials display and address the customer's complaint. The panel reviews the display, the customer's letter, and any relevant policies, and informs the customer in writing of

their decision within 15 days of receipt of the customer's letter of complaint. Within seven days of receipt of the review panel's decision, the customer may send a letter of appeal to the Library Director. The Director has seven days to review the panel's decision and respond to the customer in writing. Within seven days of receipt of the Library Director's decision, the customer may send a letter of appeal to the Tampa-Hillsborough County Public Library Board. The Library Board reviews the decision at their next regularly scheduled meeting and informs the customer of their decision in writing. The decision of the Library Board is final.

## Procedure

---

### ***How to Create a Library Materials Display***

The materials used in displays should be pulled from in-house collections—never from placing holds on materials in other branches—and should support the monthly/year-round themes provided by Library Brand Innovation. The materials should be in good to like-new condition and approved by a librarian. The Diversity, Equity and Inclusion (DEI) module in Collection HQ can be used to select materials which will add diversity to a display, but the diversity topic should not be the focus of the display. At least 90% of the display should be composed of materials (ex. books and audiovisual), include a sign that clearly states the theme of the display, and use minimal decorative props.

Only signs provided by Library Brand Innovation can be used for materials displays and must be presented in a professional manner using appropriate sign holders or easels as pre-approved by the Regional Manager. No hand-lettered or handmade signs or posters are permitted. Displays may be accompanied by related bibliographies, bookmarks, or other library-created handouts approved in advance by the Regional Manager in collaboration with Library Brand Innovation.

Materials displays can be located on counters, tables, selected shelves, or display fixtures throughout the library, or on a table or book truck in a meeting room during a program. The location and amount of space should be designated and approved by the branch supervisor and Regional Manager.

The number of materials displays in the library is determined by the availability of appropriate display tables or fixtures, and existing space. Displays located in central traffic areas should be used to promote major library programs or events. The

manner of presentation must be suitable for viewing by customers of all ages. Additional materials displays should be located adjacent to the collections they support, (i.e., children's displays near juvenile materials.)

Materials displays should be kept orderly and well stocked. Book easels should be used to preserve book spines and provide "face-out" presentation of the materials. Multiple copies of a title can be stacked "front up" and included in a display. Restocking the displays and maintaining the orderly appearance should be a part of the daily schedule and a portion of the opening and closing branch workflows.

Displays should be disassembled at the end of an event, program, or when there are no additional materials to maintain the presentation.