

## **Groton Public Library Displays, Exhibits, Graphics, Signs, Etc. Policy**

*Approved Library Board of Trustees, 5/11/2024*

The Groton Public Library curates displays and exhibits available for public viewing. These displays use graphics relevant to the library's various informational, cultural, or recreational resources, services, or programs. All materials used in these displays have been purchased per the Collection Development Policy, which the Library Trustees have approved.

New acquisitions will be displayed as a matter of course, as well as materials that reflect the ever-changing demographics and diversity of the community of Groton. "Staff Recommends" titles are curated, rotating titles that reflect the personal tastes and reading preferences of various individual staff members.

The library aims to provide diverse opinions and viewpoints in its displays and graphics. It also offers displays and exhibits that cater to people of all ages, interests, and information needs. The library will not exclude any topics, books, media, or resources that may be controversial. However, displaying or disseminating materials in library displays does not mean the library or town supports, sponsors, or endorses them. The absence of certain titles does not reflect non-support.

The Library Director holds the final responsibility for the display of library materials, with library team members sharing the day-to-day responsibility. 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
- In addition, the library draws upon other community resources to develop displays, exhibits, and graphics. It may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

Labels will be provided only as viewpoint-neutral directional aids to facilitate access by making it easier for users to locate materials. The materials are displayed on open shelves and are equally accessible.

The library's acceptance of a display or graphic does not constitute an endorsement by the library or town of the exhibit's content or the views expressed in the display or graphics.

The library is responsible for protecting all patrons' rights; displays or graphics that may be considered frank or offensive to some are permitted if they adhere to the library's Display Policy and contribute to furthering its mission.

Only parents and legal guardians have the right and responsibility to restrict their children's access to library resources. The display or graphics are not inhibited by the possibility that

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particular works may inadvertently be seen by or come into the possession of children and young adults.

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

- The patron is referred to a senior staff member.
- This staff member attempts to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
- After the conversation, the staff member notifies the Library Director and Assistant Director in a brief written statement of the date, circumstances, and result of the patron's concern.
- Patrons who wish to pursue their questions further are referred to the Library Director or Assistant Director as soon as possible.
- If the patron is unsatisfied after speaking with the Director or Assistant Director, they can fill out a Request for Reconsideration of Library Services, Displays, Etc. Form and return it to the Director.
- The Director then appoints a three-member committee of senior staff members to review the display in question and prepare a written recommendation within twenty (20) days.
- The Director makes a decision based on the committee's recommendation.
- The Director notifies the patron in writing of their decision within ten (10) working days of receiving the committee's recommendation.

A patron who wishes to express their objection further can forward their complaint directly to the Chair of the Library Trustees Board for consideration at the next regularly scheduled Board meeting.

A copy of the complaint submitted to the Board is forwarded to the Town Manager.

The Library Board shares its recommendations with the Library Director.

The Library Director then reviews the original decision in the context of the Board recommendation. The Director confirms or sends a revised opinion in writing to the patron, with a copy sent to the Library Board of Trustees and the Town Manager.

The Library Director's decision on the complaint is final and without further appeal.