

Madison County Library System Internal Display Policy

Purpose

The Madison County Library System provides educational, informational, civic and cultural displays for the enjoyment of our communities. The library is a public forum where ideas and information are freely communicated and a broad spectrum of opinions are presented in displays and exhibits. Viewpoints expressed in displays reflect the library's intellectual freedom policies and are not endorsements of the viewpoints. The term "display" is used collectively to include fliers, posters, handouts, exhibit items, new and seasonal materials as well as dynamic shelving practices throughout the library. The goal of all displays is to highlight resources, services or collections of MCLS.

Subjects

Displays align with the MCLS collection development policy and no subject will be off-limits. Materials used will meet the stated purpose of displays and benefit MCLS communities.

All new materials are labeled as such and displayed for 3 months in designated locations according to genre, format and age-group. Seasonal materials as well are displayed according to genre and age-group. In accordance with the MCLS collection development policy, no titles are excluded from display.

Audience

Displays will be on view to all patrons and library staff. Some displays may or may not appeal to specific groups.

Materials

Displays will consist of a variety of materials including, but not limited to, posters, book jackets, books and other library materials and handouts, both those generally used in the library and those created for specific displays. Supporting furniture such as corkboards, stands and bookshelves will be used as necessary and as appropriate. All displays will be reviewed by the Branch Manager and/or MCLS Director.

People

Any employee of MCLS or affiliated partner of MCLS may conceive of and request permission to create a display in a MCLS library. Outside groups may only create displays in collaboration with library employees and if all other requirements are met.

Locations

The primary location for displays will be in the main circulation areas of each library. Context-specific displays may be located in other areas including, but not limited to, computer labs or near a specific collection such as large print, juvenile collection, genealogy, etc.

Oversight

The Branch Manager and/or library staff creating a display is primarily responsible for coordinating the content, set-up, replenishing, upkeep and removal of all displays.

Reconsideration and Appeal

Patrons concerned about material in display spaces may discuss those concerns with the Branch Manager or MCLS Director.

- The library will not remove a display solely because a patron has objected to its content.
- The patron must file a Reconsideration Form and follow the reconsideration process to seek a formal written determination from the MCLS Director.
- The patron may appeal the written determination to the MCLS Board of Trustees at a public meeting in accordance with *MS Code 25-41-5* and as outlined in the reconsideration process.
- The decision of the MCLS Board of Trustees shall be the final administrative remedy in this appeal process.

The Madison County Library System reserves the right to remove any unwanted materials or marks from the display areas.