



BEDFORD PUBLIC LIBRARY

Library Display Policy

Staff curated displays of library materials, both in the library and online (including but not limited to the library website, email newsletter, and social media) are used to highlight new materials, educate the public about a variety of subjects, genres, and formats offered, and to stimulate interest in the library collections, services, and resources. The Library's philosophy of open access to information and ideas extends to Library displays, and the Library does not discriminate through its curated displays.

Library staff are responsible for all book and media displays in all areas of the library, excepting community exhibits in the De Nicola Gallery. Placement of materials on displays does not imply the Bedford Public Library's, including its staff and Board of Trustees, endorsement of ideas, opinions, or viewpoints expressed therein.

Displays should support the Library's mission statement:

The mission of the Bedford Public Library is to provide access to informational, educational, cultural, and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community; and to uphold the public's freedom of access to information. The library's mission also includes developing and maintaining the library as the cultural and meeting center of Bedford.

The following criteria will be considered when selecting or approving displays:

- Format and style suitable for the intended audience
- Appropriateness to seasonal events, holidays, etc.
- Relation to current events
- Historical or regional relevance
- Relation to events in the community
- Relation to Library events and programming
- Representation of a genre, trend, or culture
- Interest of customers and the public

Guidelines for displays:

- Themes and materials selected should fulfill the Library's mission to provide materials which meet customers' interests and needs.
- Materials should be in good condition.
- Displays should represent the wide variety of subjects offered in the collections.
- Any signage should clearly state the theme of the display.
- Displays are changed frequently. Circulating materials may be borrowed directly from the display.

The Head of Reference Services will be responsible for the approval of displays in the upper level/adult library. The Head of Children's Services will be responsible for the approval of displays in the Children's Room.

Request for Reconsideration of Material on Exhibit

Bedford, NH residents who wish to request the withdrawal of material currently on exhibit or display at the library are encouraged to discuss their concerns with the library director. If the resident is not satisfied with the response to their request, the director will provide the patron with a copy of this policy and a Request for Reconsideration of Bedford Public Library Program, Exhibit, or Display form. When the director receives the completed form, they will evaluate the material using the criteria outlined in this policy. During the reconsideration process, the material will remain in place and may not be removed. The previously scheduled duration of the exhibit or display will not be impacted by the reconsideration process. The director will provide a timely written response to the patron making the request. If the patron does not agree with the Library Director's decision, they may appeal the decision to the Board of Trustees. The Board of Trustees' decision will be final.

Adopted by the Board of Trustees 05/05/2023