

<b>Policy 5-5</b>	<b>Displays, Exhibits, and Bulletin Board Policy</b>	<b>Created: 9/8/2016</b> <b>Revised: 6/9/2022</b> <b>Approved: 6/15/2022</b>
-------------------	--	--

**I. Purpose**

This policy explains the guidelines for displays, exhibits, and postings on bulletin boards in Library buildings. Jackson County Library Services provides space for displays, exhibits, and bulletin boards to forward its mission of connecting everyone to information, ideas, and each other.

**II. Introduction**

Jackson County Library Services provides displays, exhibits, and bulletin boards to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. In general, display and exhibit themes are chosen by the Library, and items included in the displays are selected at the sole discretion of the Library. Displays and exhibits complement or highlight the Library’s strategic goals and feature themes of interest to both the local community and the general public

**III. Displays by Library Staff**

Display themes will reflect the diversity of the Library’s collection and the community it serves. This diversity may be represented by the identities of the authors and/or the subject matter and will regularly reflect vulnerable and marginalized members of the community. The Library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the Library or by organizations affiliated with the Library.

**IV. Displays by Outside Organizations**

JCLS may accept displays and exhibits from outside organizations, when space allows and content is strategically aligned and of general interest to the community. To request use of a display case, organizations must contact the local branch where they wish to display materials. The branch manager will review the request with administrative staff to ensure compliance with this policy. Once the request is approved, installation and removal dates will be chosen. A release form is required before the display is installed.

Jackson County Library Services does not assume responsibility for loss or damage to items loaned to the Library for display.

**V. Bulletin Boards**

Bulletin boards are provided for posting of flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be approved by the Library and shall be left at the Main Desk. Priority will be given to flyers pertaining to Library-sponsored events

and news, educational events, legal notices, and postings by nonprofit and charitable organizations.

Unauthorized flyers will be removed.

#### **VI. Reconsideration of Displays or Exhibits**

The Library recognizes the right of individuals to question what they might view in the library and has developed a process to address concerns. The process is the same as the Request for Reconsideration of Library Materials, which includes the opportunity for an individual to discuss their opinion with library staff, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material on display. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials Form is attached to the Collection Development Policy found [here](#). The materials in question will remain on display pending the Library Director's decision.



### Display and Exhibit Guidelines

The Jackson County Library provides displays and exhibits on subjects of interest to the general public throughout its 15 branch buildings. Subjects are chosen by the library and items included in the displays are selected at the sole discretion of the library. On occasion the library may request assistance from community organizations, businesses, or individuals to display items connected to the chosen subject. Such contributions may be acknowledged as part of the display or exhibit. Displays may also promote events and activities sponsored or co-sponsored by the library or by organizations affiliated with the library.

JCLS does not assume responsibility for loss or damage to items loaned to the library for display, unless such loss or damage is caused by intentional or negligent affirmative acts of the Library or its employees or volunteers. The Library reserves the right, at its option, to remove and store items loaned to the library when it deems such removal is necessary.

### Acknowledgment and Receipt

The following items have been loaned to the Jackson County Library for display, subject to the guidelines and conditions set forth above:

---

---

---

---

Date received: \_\_\_\_\_ To be returned on or about: \_\_\_\_\_

JCLS representative's signature: \_\_\_\_\_

Owners Name (print): \_\_\_\_\_ Owner's Signature: \_\_\_\_\_

Owner's address and phone number: \_\_\_\_\_

---

Date Returned: \_\_\_\_\_ Owner's signature: \_\_\_\_\_