

**SUBJECT: LIBRARY MATERIALS DISPLAYS**

**EFFECTIVE: MAY 28, 2015**

**SUPERSEDES: 2/2010**

**1. PURPOSE:**

- A. Resources from the materials collection are displayed to support learning experiences, the library's collection, and its mission of promoting lifelong learning, an informed citizenry, individual intellectual freedom, enhanced quality of life, and broadened horizons for all residents of Hillsborough County.

**2. POLICY:**

A. Definitions

- (1) A library materials display is a planned, thoughtfully grouped, themed assortment of related items intended to support library learning experiences, promote circulation, or highlight collection resources.
  - (2) Materials displays may include books, audiovisual items, library promotional pieces, and other approved supplemental materials.
  - (3) Materials displays must be planned in advance.
  - (4) Priority is given to display topics that tie in with and support planned learning experiences, either system wide or at the branch/department level.
  - (5) Displays on other topics of a timely nature may be presented with the approval of the Public Service Regional Manager.
- B. Materials displays may be accompanied by related promotional items such as signs/posters, bibliographies, bookmarks, or other library-created handouts. These items must be approved by the Public Service Regional Manager in collaboration with the Community Engagement Manager. Any supplementary information from non-governmental groups or organizations must be pre-approved by the Public Service Regional Manager.
- C. Materials displays may be located on designated tables or display fixtures in a library reading room, or on a table or book truck in a meeting room during a program.
- D. Materials displays will not be publicized in the library's events calendar or to the media.
- E. 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, Administrative Directive CO-06 Communication and Public Information.*
- F. Items included in library materials displays are limited to materials selected by

library staff in accordance with this policy and constitute a non public forum. Selection will not be made on viewpoint, but may be based on the subject matter to be presented.

- G. Customer concerns or complaints about library materials displays will be handled in the following manner:
- (1) The customer should first seek resolution from the branch or department supervisor.
  - (2) If unsatisfied with the response of the branch or department supervisor, the customer may send a letter to the Library Director requesting review of the library materials. The letter must be received no later than fifteen (15) days after the initial complaint to the branch or department supervisor.
  - (3) The Director of Libraries or his designee appoints a panel of three Managers or Public Service 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 fifteen (15) days of receipt of the customer's letter of complaint.
  - (4) Within seven (7) 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 (7) days to review the panel's decision and respond to the customer in writing.
  - (5) Within seven (7) 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 Board meeting and informs the customer of their decision in writing. The decision of the Library Board is final.

### 3. PROCEDURE:

#### A. Planning

- (1) Materials display topics should be planned in conjunction with the development of learning experiences and incorporated into branch/department goals and objectives.
- (2) Materials display topics identified with branch/department goals and objectives must be pre-approved by the Public Service Regional Manager.

#### B. Location of Materials Displays

- (1) Materials displays presented as part of a program should be placed on a table or book truck inside the meeting room near the entrance in order to capture the attention of customers as they enter and exit. These displays should always include copies of the library's events calendar and library card applications.

- (2) Materials displays in library reading rooms:
  - (a) The number of materials displays in the reading room of a branch/department is determined by the availability of appropriate display tables or fixtures and space existing. Normally, the maximum is one juvenile, one young adult, and one adult display per location.
  - (b) 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.
  - (c) Additional materials displays should be located adjacent to the collections they support, (i.e., children's displays near juvenile materials.)
  - (d) Placement of materials displays and the fixtures used must be pre-approved by the Public Service Regional Manager in accordance with *LS 506 Facilities Use, Appearance and Maintenance*.

#### C. Appearance of Materials Displays

- (1) All collection resources included in a materials display must be in excellent to pristine condition.
- (2) Signs/posters accompanying materials display are to be presented in a professional manner using appropriate sign holders or easels as pre-approved by the Public Service Regional Manager. No hand-lettered or handmade signs/posters are permitted.

Bibliographies, bookmarks, or other library-created handouts that accompany a materials display must be pre-approved by the Public Service Regional Manager.

#### 4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.

Approved:

Andrew Breidenbaugh, Director