

Oil Region Library Association

LIBRARY DISPLAYS, BULLETIN BOARDS AND COMMUNITY POSTINGS POLICY

Policy Overview

The Oil Region Library Association (“ORLA”) maintains several library-initiated display areas that showcase ORLA’s collections, highlight cultural, educational, and local interests and aim to further ORLA’s mission. Displays provide opportunities for the community to learn about library collections, resources, and services and encourage lifelong learning, recreation, and entertainment.

Additionally, ORLA locations provide designated space, as available, for display of community information. This space is available, at the discretion of the Executive Director, to non-profit organizations and other community groups engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities. The primary purpose of displays and community postings must be to inform the public of the organization’s programs, services and events.

Purpose

This policy for library-initiated displays and public postings furnishes a basis to assist ORLA staff with planning and implementation of exhibiting topics, resources, and related materials and accepting information from outside agencies and groups. It also seeks to inform the public about the principles and criteria that go into the planning and approval process.

Responsibility

Library-initiated displays rely on ORLA staff expertise for planning. The final responsibility for the display of library materials, and approval of display for public submissions, is held by the Library Director, but day-to-day responsibility is shared by professional and paraprofessional employees throughout the system. The Executive Director, Assistant Director, and ORLA Board shall review this policy as needed and during regular policy review intervals.

General Criteria

ORLA staff will strive to curate and approve displays that reflect the broad range of human experiences, knowledge, and perspectives. With their expertise, ORLA staff will create/approve displays and postings with at least one of the following criteria in mind:

- Increasing awareness about library collections, programs, resources, exhibits and services
- Promoting literacy and life-long learning, including the five literacies of Pennsylvania Library Association’s PA Forward® initiative (Basic, Information, Civic & Social, Health, and Financial Literacy)
- Consideration of community needs and interest
- Recognition of historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Bridging a connection between ORLA and the community or between the community and another organization via a co-sponsored library display
- Availability of display space

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Staff will be mindful of the intended audience in the available spaces, accessibility of materials and resources, and the timely exchange of new topics. Acceptance of a display or exhibit by the Library does not constitute endorsement by ORLA of the content or views expressed in the display materials.

Equity, Diversity, and Inclusion

ORLA strives to reflect the needs of our community and our national landscape as closely as possible. Displays will not exclude topics, books, media, or other resources solely on the basis that they may be considered controversial. ORLA will continuously work to curate and accept displays representing a wide array of people, cultures, ideas, and experiences.

Intellectual Freedom

ORLA, to the best of its ability, strives to provide various displays and exhibits. Reflecting the importance of the American Library Association's Freedom to Read Statement and Library Bill of Rights, ORLA attempts to present a broad range of human experiences, knowledge, and perspectives. The inclusion of an item in a display does not imply the ORLA's endorsement of the content or view expressed in the materials on exhibit.

Community Postings

The following regulations apply:

- Items must be delivered to the Circulation Desk for approval by the Library. They will be dated and posted/compiled by a staff member, as space permits, typically within one week.
- Specific time periods for postings cannot be guaranteed. The typical timeframe date-specific items will be posted is one month, or when the information is no longer current, whichever is sooner. The length of display time also varies based on space available and staff discretion.
- Posted notices become Library property. The Library disposes of surplus, and/or outdated materials or materials that do not comply with this policy. The Library assumes no responsibility for the preservation of materials posted or distributed.
- Size of the posting is limited to no larger than 8 ½"x 11". Larger notices of overriding community importance may be posted with the permission of the Library Director as space permits.
- Priority will be given to local organizations and events.
- All informational flyers must identify the organization or group holding or sponsoring the event.
- Permission to post at one building does not guarantee that there is space at another building.
- The following types of material will not be displayed:
 - Items for sale
 - Commercial advertisements
 - Advertisements for services
 - Flyers with detachable tabs
 - Fundraising by for-profit organizations
 - Job and internship postings and recruitment

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- o Material that advocates for a political party or candidate for public office
- o Material that advocates for the election or defeat of a ballot issue or referendum
- o Material that violates any of the Library's policies
- Inclusion on the bulletin board will be made on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Materials will not be proscribed or removed because of partisan or doctrinal disapproval.
- Any patron or person who removes, defaces, marks, or alters any material posted in the Library is subject to suspension or termination of library privileges, permanent ban from Library property, and/or criminal prosecution.
- The Library is a private organization and the bulletin boards and display spaces of the Library are the private property of the Library. The community bulletin boards are not a public forum subject to the broad protections of the First Amendment.
- Items posted in violation of this policy will be removed and discarded.
- Inclusion on the bulletin board or other display spaces does not imply endorsement by the library.
- The Library may suspend or discontinue availability for community materials at any time, for any reason.

Display of obscene language and sexually explicit graphics and images is prohibited.

The display of materials at the Library DOES NOT imply endorsement by the Library.

Request for Reconsideration

ORLA welcomes citizens' expressions of opinion concerning library-initiated displays, exhibits and community flyers/postings. Anyone who wishes to request material to be reconsidered, in part or in whole, is asked to complete and sign the Request for Reconsideration Form. These forms are available at the Circulation Desks of ORLA locations. Each submitted request is reviewed by the Executive Director. Requests for Reconsideration are offered as a courtesy to patrons and the public to provide input and feedback regarding the operations and mission of the Library. Neither this form, nor any process by which an individual may request to address the ORLA Board of Directors is intended to create such a right to do so. The Library is not obligated to respond to requests for reconsideration and will not hear reconsiderations that it deems frivolous or intentionally disruptive to Library operations

Appendices

- Library Bill of Rights:
<http://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read Statement:
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- The First Amendment:
<http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment>
- Request for Reconsideration of Displays and Postings form (see below):

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REQUEST FOR RECONSIDERATION OF LIBRARY DISPLAYS AND POSTINGS

Requests for Reconsideration are offered as a courtesy to patrons and the public to provide input and feedback regarding the operations and mission of the Library. Neither this form, nor any process by which an individual may request to address the ORLA Board of Directors is intended to create such a right to do so. The Library is not obligated to respond to requests for reconsideration and will not hear reconsiderations that it deems frivolous or intentionally disruptive to Library operations.

DATE _____

DESCRIPTION OF MATERIAL TO BE RECONSIDERED:

Display Subject:

Location:

Display :

Format:

interior library display Community Posting/Flyer

library signage

Other _____

library posting

REQUESTED BY:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Days) _____ (Evenings) _____

Email: _____

WHOM DO YOU REPRESENT?

Self only **Organization** Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

PLEASE COMPLETE THE QUESTIONS ON THE REVERSE SIDE

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1. What is the general theme of the display/posting?

2. To what in this material do you object? Please be specific.

3. What do you consider the negative impact of this display?

4. What do you feel might be the result of viewing this material?

5. Although you object to this work, does it have any merit? What are some positive things in this material?

6. What originally attracted you to this material?

7. Do you have a suggestion as to how the display could be modified to resolve your objection?

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8. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?

Your Signature:

Thank you for your interest in the Oil Region Library Association. We appreciate you taking the time to provide the Library with the above information. You will be contacted as soon as possible.