DISPLAY POLICY

Adopted: December 2022
Last reviewed: December 2022

The North Douglas Library District’s Mildred Whipple Library offers a limited amount of display space for individuals and groups in the community that want to educate, inform, or engage the community. Display areas are not intended to be public forums for public speech and expression, but rather are intended to complement the library’s educational mission and enhance the public’s experience of the library. Commercial displays will not be permitted.

The Mildred Whipple Library subscribes to the use of its facilities in a manner consistent with the ALA Library Bill of Rights. Permission to use display space does not imply endorsement or approval of the displayer’s beliefs, policies, or programs by the Mildred Whipple Library, North Douglas Library District, or its governing Board.

Display Spaces

- Henderson memorial display case – locked case with adjustable shelves.
- Display wall and counter-height divider wall – between the entry, the Circulation Desk, and the children’s area.
- Bulletin board in story time corner and bulletin board in the children’s area.
- Display case in Civic Center lobby area – locked case.
- Bulletin board and display shelf in teen area.
- Bulletin board in the Civic Center lobby.

NOTE: Display shelves, wall space, bulletin boards, shelving and ceiling hooks in the children’s area, adult areas, teen area and the Civic Center lobby are reserved for library use unless specifically arranged with a member of the public or another organization. For displays that are on loan from members of the public or other entities or organization, explicit Library permission is required. The bulletin board in the Civic Center lobby is currently intended for public postings but is managed by the City of Drain.

Types of Displays

- Works of arts, crafts, literature, or other cultural expression from community groups or organizations, students, professional artists and craftspeople, with an emphasis on those from northern Douglas county and the surrounding communities.
- Historical or other artifacts that are educational or may otherwise complement the collections of the library.
- Informational material from town and state agencies, schools, and non-profit organizations that may wish to publicize their organization or activities.
Selection Criteria

Applications are reviewed by a committee of library staff and selected according to the following criteria (in alphabetical order):

- Availability of space.
- Community interests and needs.
- Historical significance or representation of emerging trend.
- Quality of implementation.
- Relation to past or future library exhibits or programs.
- Suitability of physical form.
- Vitality and originality.

NOTE: Displays should be appropriate for people of all ages. The Director and Librarian have final authority in this matter.

Application Procedures

- Displays may be scheduled for one month at a time.
- Applications are available at the Circulation Desk or on the website (https://www.ndld.org).
- Applications are reviewed by the committee on an as-needed basis. Display space may not be booked more than one year in advance.
- The same individual or group may not mount a display more than one time in a 12-month period. Library-sponsored displays are not subject to this limitation.
- Representative samples of the body of work, a diagram of the proposed display, and a brief description of the individual or organization mounting the display shall be submitted for review by the librarian.

Publicity

The individual or organization mounting the display is responsible for publicizing the display. The library, however, reserves the right to review any publicity material before release.

Installation and Removal

It is the responsibility of the individual or organization to set up and remove the display on agreed-upon dates and to provide all necessary equipment. Equipment and supplies must first be approved. Library staff are not available to provide assistance in setting up or taking down displays. Lighting in the display areas cannot be adjusted. The individual or organization will provide at the time of installation a list of pieces in the display and descriptive signs and/or labels for each of the pieces. Each display shall also include information indicating who prepared it and whom to contact for further information.

Insurance and Liability

The individual or organization agrees to indemnify and hold harmless the City of Drain, the North Douglas Library District, its employees, and the Board members from liability in case of theft, vandalism, fire or any other loss or damage to the exhibited materials. If exhibitors desire insurance, they must arrange for it at their own expense.

The Library cannot provide storage for the property of organizations or individuals displaying in the Library.

The individual or organization may be held liable for repairs to the Library that are a direct result of damages caused by a display or by its installation or removal.
**Request for Reconsideration**

The Library will not censor or remove a display, exhibit, or item solely because members of the community may object to its content. Individuals who object to a particular display, exhibit, or item must complete a Request for Reconsideration form in its entirety.

Individuals or organizations whose applications to display have been denied by the Library’s selection committee may also submit a Request for Reconsideration form, in its entirety.

Requests for reconsideration will be answered in writing by the Library administrative staff within fourteen (14) days. Should an individual or organization wish to pursue the complaint, they may address the Library’s Board at their next regular meeting.