

Display Policy

Jefferson County is a diverse community with many different communities, groups, organizations, businesses, and diverse individuals. The Public Library of Steubenville and Jefferson County strives to provide materials for the informational, educational, and entertainment needs of all residents of Jefferson County on a wide variety of topics. As part of this mission, PLSJ provides displays and exhibits throughout all library locations to highlight new materials, reintroduce existing collections, and stimulate interest in library resources, services, or programs.

SELECTION OF DISPLAYS OR EXHIBITS

Ultimate responsibility for the displays at the library rests with the Library Director, under the designated authority of the Board of Trustees.

Library displays and exhibits are planned, organized, and/or implemented by library staff under the direction of the Assistant Director. The themes for the displays are chosen by a designated committee. The committee is composed of the following members: Assistant Director, Public Relations Coordinator, Children's Coordinator, Branch Managers, and Library Assistants.

The committee uses the following criteria in making decisions about display topics:

- Support of Library's mission
- Community needs and interests
- Availability of display space
- Historical or educational significance
- Appropriateness to seasonal events and holidays
- Relation to current events
- Connection to other community or national programs or events
- Relation to library collections, resources, and programs
- Diversity and inclusivity in our community

The Public Library of Steubenville and Jefferson County believes that socially excluded, marginalized, and underrepresented people should be able to see themselves reflected in the resources and programs that the library offers. The library is a safe space for all members of our community and all displays, bulletin boards, and exhibits will reflect that.

Library staff uses the above criteria as well as the following criteria in making decisions about the materials and accompanying resources to use for each display theme:

- Format and style are suitable for intended audience (all materials will be reviewed for age appropriateness as determined by the publisher of the materials)
 - Relation to Library collections, resources, exhibits, and programs
- In addition, PLSJ draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

RESPONSIBILITY

While library staff may accept and make suggestions for display and exhibit topics, the proposed final topic list shall be at the discretion of the Committee. Final approval will be granted by the Library Director and Assistant Director no later than October 1st for the following year. The Assistant Director has the discretion to permit displays or exhibits that may be quick notice events that do not go through the annual scheduling process (e.g. Author signings, significant person deaths, Author birthdays, etc.).

COMMUNITY EVENTS BULLETIN BOARDS

In each library location there will be a designated community events bulletin board provided for activities and events of non-profit community groups. The bulletin board is not intended as a public forum or for items of a personal or commercial nature. All notices will require a date to determine when they should be removed. No material will be posted for more than 30 days; a date is required on each notice to determine when they should be removed. The library will post materials appropriate to the bulletin board's purpose on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting the posting. Permitting the posting of any notices shall not be considered an endorsement by the Public Library of Steubenville and Jefferson County of the activities being promoted or the group organizing them.

QUESTIONS AND CONCERNS

The Public Library of Steubenville and Jefferson County serves a diverse public, and, on occasion, a patron may wish to suggest an idea for a display or bulletin board. Suggestions for display ideas may be made via the "Patron Suggestion for Display" form. Forms are available at the library. The completed form will be forwarded to the Assistant Director.

The library welcomes expressions of opinion from patrons concerning library displays and bulletin boards. Questions or concerns should first be addressed with a library staff member. Patrons who wish to continue their request for review may submit a "Request for Reconsideration of Library Display" form, which can be obtained at the library or on the library's website. Requests for review of library displays and bulletin boards will be considered in the same manner as requests for reconsideration of materials at outlined in the "Citizens Request for Reconsideration of Materials" section of the Collection Development Policy.

Adopted by Public Library of Steubenville and Jefferson County Board of Trustees on November 8, 2022