

## Display and Bulletin Board Policy

### Library Resource Displays

The Pitkin County Library (Library) provides resource displays throughout the Library that are designed, organized, and implemented by professional library staff who utilize their expertise of community interests, library collections, resources, and services in order to connect patrons with information and ideas that may be of interest to them. The intent of displays is to promote the Library's professionally selected resources – library books, magazines, newspapers, CDs, DVDs, and other materials – in the most effective, visually appealing way.

Whenever possible, displays will include a wide spectrum of opinions and viewpoints and are intended to appeal to a range of ages, interests, and information needs. Displays should not exclude topics or books because they are considered to be controversial. The selection of topics does not constitute an endorsement by the Library of the content or the views expressed in the materials on display. The planning, scheduling, and the decision as to which materials are included in the display, is entirely at the discretion of library staff. Library staff use the following criteria in making decisions about topics, materials, and accompanying resources:

- Availability of space
- Historical, cultural, recreational, or educational significance
- Connection to other community, state, or national programs, exhibitions, or events
- Relation to library resources, exhibits, and programs
- Promotion of underutilized or lesser-known collections
- Book Sale Items
- Nationally recognized heritage months

The display of materials is not inhibited by the possibility that particular works may inadvertently be seen by or come into the possession of children or young adults. The determination of appropriate subject matter of any materials used by children or young adults rests entirely with their parents or legal guardians. Children's viewing and reading activity is ultimately the responsibility of parents and legal guardians, who guide and oversee their child's development. Pitkin County Library does not interfere with that relationship.

The PCL Board of Trustees has adopted the American Library Association's (ALA) following guidelines:

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Access to Library Resources and Services for Minors

Concerns, questions, or complaints about library displays are handled according to the same policy and procedures that govern reconsiderations of other library resources. Library patrons in good standing who are residents of Pitkin County may question the presence of a display or an item in the Library's display. A formal Request for Reconsideration Policy and process has been developed to ensure these requests are handled attentively and consistently. PCL will carefully reevaluate a display or display item when a Request for

Reconsideration Form is submitted. The Library considers the value of each item in its entirety, not on specific passages or sections within the item itself.

### **Bulletin Boards**

Four bulletin boards are located in the Library: near the east and west entrances, the water fountain on the main level, and the book sale shelves on the lower level. Each bulletin board serves a unique purpose. The West Entrance Display Case showcases Library events, public notices, and Library policies. The East Entrance Display Case highlights local non-profits and community information. The bulletin board near the water fountain is designated for local classifieds. The bulletin board on the lower level highlights local events and businesses.

### **Bulletin Board Guidelines:**

- Bulletin boards shall not show support or opposition to a ballot initiative or candidate for political office.
- Postings may not exceed 11" x 17"; 8 ½" x 11" size posters are preferred.
- Space for community postings is provided on a first-come, first-served basis.
- All postings must first be submitted to Library staff for review; Library staff has final authority over all bulletin board posters.
- Posters placed by patrons will be removed. They may be added back after the Library staff has reviewed the content of the poster.
- All postings will be displayed from two weeks to one month, space-dependent. Once reviewed and approved for posting, Library staff will stamp the poster with the earliest date it may come down.
- All materials must include the name and contact information for the posting.
- Library staff assumes no responsibility for the preservation or protection of materials.
- Postings may not be publicized in such a manner that suggests Library sponsorship, endorsement, or affiliation.

***This policy was last reviewed on January 8, 2025, by the Pitkin County Library Board of Trustees.***