



Library Display Policy

The Woodward Memorial Library's mission is to encourage, provide, promote and support the personal growth, creativity, and lifelong learning of the members of our community. Displays for all ages are an integral part of fulfilling that mission. Displays highlight the library's collections and resources and expand visibility of the library's role within the community.

Ultimate responsibility for displays rests with the Library Director, who administers under the authority of the Board of Trustees. The Director, in turn, designates staff members to create library displays. All displays are intended to further the mission of the library and should address one or more of the following needs:

- Increase awareness and use of library resources
- Widen horizons, stimulate imagination and enlarge experiences
- Community need and interest
- Promote literacy, reading, and learning
- Increase library use
- To educate and inform on a variety of topics
 - Historic and cultural significance
 - Social awareness
 - Health and well-being
 - Information technology
 - Current events and high interest topics
 - Connection to local, state, or national programs or events

In addition, the library draws upon other community resources in developing displays and actively partners with other community agencies, organizations, educational and cultural institutions or individuals to develop displays.

The library's philosophy of open access to information and ideas extends to library displays and the library does not knowingly discriminate against anyone. The library will strive to include a wide-spectrum of opinions and viewpoints that appeal to a variety of ages, interests, and information needs. Displays will not exclude topics because they may be considered controversial. Display topics or themes do not constitute an endorsement of the content by the library, library staff, or Board Trustees.

Parents and legal guardians have the right and responsibility to restrict access for their own children to library resources but not for other's children within the community. 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. Library materials and displays are on open shelves and are equally accessible to all users.

Patrons should first address any concerns about a display with a staff member. Patrons who wish to further their request for review may submit a Display Complaint Form, which can be obtained from library staff. The Library Director will review the complaint, speak with any necessary staff, and make a decision regarding the complaint. A letter will be mailed with that determination within 15 days of receiving the complaint form. The complainant can make 1 appeal to the Board of Trustees. The Board's decision is final.