

COLLECTION DISPLAY POLICY

I. Philosophy

Cass District Library and its staff may from time to time chose to display, either virtually or physically at the Library, certain items from the collection. The goal of these displays is to advance the purpose of the Library by promoting full and equal access to information, encouraging circulation, encouraging the love of reading, enabling life-long learning, promoting a diverse array of ideas and perspectives, intellectual freedom, and freedom of expression, promoting the free flow of information and ideas, empowering creativity, and creating a better user experience for patrons in the library. With its displays, the Library aims to provide a responsive connection between the community's needs, its collections, information technology, and diverse programming.

The purpose of this policy is to provide guidelines for the selection, arrangement, and display of such items. Cass District Library recognizes that our goal is only possible if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. The Library therefore aims to display a wide range of materials, creating and maintaining a welcoming space for all.

II. Choice of Materials

All materials, regardless of subject matter or originating source, have an equal opportunity to be displayed, so long as they meet the guidelines in this policy. Factors to be considered in the determination of which items to select for a display and/or the theme for a particular display may include the following:

- Availability of display space,
- Promotion of the Library's mission and goals
- Local, state-wide, and/or national library events, programming, and promotions
- Nationally/Officially recognized holidays, annual observances, and heritage months
- Seasons (such as weather seasons, time of year, and seasons of life)
- Local authors, illustrators, or creators
- Events and circumstances that are relevant and/or timely to the local community
- Community needs and interest (including requests)
- Suitability of style and reading level for intended audience
- Suitability of format
- Historical, cultural, informational, or educational significance
- Reputation and/or significance of author, publisher or producer
- Reviews in one or more appropriate professional/industry publications or public resources
- Recommendations from reputable sources

- Trends, sales, and reviews from booksellers
- Inclusion in popular (celebrity) book clubs
- Coverage in popular media
- Literary and artistic merit
- Technical quality
- Popularity with library patrons (including usage and circulation statistics)
- Physical condition of item
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

This is a list of factors to consider, not a checklist that must be completed for each display. Any one of the above may be dispositive and no one factor is applicable to all selection decisions.

In addition, the Library 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.

III. Access to Materials for Minors

Only parents and legal guardians have the right and responsibility to restrict the access of their children to library resources. 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 and young adults.

Cass District Library affirms, adopts, and will act consistent with the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. Consistent with the American Library Association, Cass District Library adopts and will abide by the following:

"The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content,

approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.”

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights.

IV. Display of Materials

Cass District Library will not exclude any material from display based on the race, gender, sexual orientation, religion, nationality, political affiliation, or personal views of the author or creator.

The selection of materials for a display will be as objective as possible.

The Library recognizes that some materials may be controversial and any given item may offend some patrons. Since the Library does not promote particular beliefs or views, the collection inevitably will contain various positions, including unpopular or unorthodox positions.

Library displays should not exclude topics, books, media, and other resources solely because they may be considered to be controversial or because of the origin, background, or views of those contributing to their creation.

The Library does not endorse or advocate for the beliefs or viewpoints expressed in the materials it displays. The presence of an item in or the content of a display does not indicate any endorsement of its content by the library.

The Library abides by and selects materials pursuant to the American Library Association’s Library Bill of Rights, Freedom to Read, and Freedom to View statements.

V. Requests for Reconsideration of Display Materials

Library patrons may nominate books or other materials to be either added to or removed from a display. When a patron makes a request for reconsideration, this procedure is followed:

- A. A member of the Library staff explains the selection policy to the patron. If the patron wishes, s/he may then submit a written Request for Reconsideration of Library Materials to the Library Director.
- B. The completed form is reviewed by the Library Director, who objectively reviews the item or material in question to ascertain that the selection criteria and principles stated in Section I-VII were applied in the selection process. The Library Director shall make a written response to the requester within 31 days of the date that the reconsideration form was submitted. The Library Director shall also notify the Library Board of each Request for Reconsideration submitted.
- C. If the requester is not satisfied with the decision of the Library Director, s/he

may appeal in writing, within seven days, directly to the Library Board, who will conduct a public hearing at the next scheduled Board Meeting in order to reach a final decision by majority vote.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

If you wish to request reconsideration of library materials, please complete the form below and return it to the Library Director, Cass District Library, 319 M 62 N, Cassopolis MI 49031. Your request will be forwarded to the Library Board Trustees and it will become a matter of public record, including your name and address.

Requested by: _____ Date: _____ City: _____

Address: _____

State: _____ Zip: _____ Phone: _____

Representing: Self: _____ Organization: _____

Have you read the library's Materials Selection Policy? (circle one) Yes No Resource on which you wish to comment (circle one):

Book DVD Magazine Newspaper CD Display Other

Author/Producer: _____

Title: _____

What brought this work to your attention?

What concerns you about this work?

Did you read, view or listen to the entire work?

To what do you object? Please be specific.

Is there anything good about this work?

Are you aware of the judgment of this work by critics?

What would you like us to do about this work? (circle one)

Re-evaluate it Withdraw it from the collection. Other: _____

What works would you recommend to provide additional information and/or other viewpoints on this topic?

Signature: _____

Date: _____