

Library Display Policy

Purpose:

The Simsbury Public Library's Display policy provides a basis for the display of Library materials by Library staff who have been professionally trained to curate and develop programs and displays, as well for the exhibition of displays created by members of the public or community groups. The policy informs the public about the principles and criteria upon which these decisions regarding displays are made, and promotes the purposes of the Library's mission which is: "The Simsbury Public Library provides free and equal access to information, experiences and educational resources that build community and inspire a lifetime of learning."

Policy:

The Simsbury Public Library recognizes the importance of displays as resources for voluntary inquiry and the dissemination of information and ideas and to promote free expression and free access to ideas by residents. With a strong focus on encouraging the love of reading, lifelong learning, and creativity, the Library establishes responsive connections between the diverse needs of our community, the Library's vast collections, digital services and engaging programs. Library displays represent a wide range of varied and diverging viewpoints, provide access to content that is relevant to research, independent interests and educational needs of residents, and for the interest, information and enlightenment of all residents.

Principles and Criteria:

The final responsibility for the displays is held by the Library Director. Professionally trained Librarians use the following criteria when making decisions about display topics, material and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, informational, or educational significance or value
- Relation to current Library collections, resources, exhibits and programs
- Connection to other community, regional or national programs, exhibitions or events
- The Library may partner with other community agencies, organizations, educational institutions, Town Departments or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits which appeal to a range of ages, interests and information needs. Library initiated displays should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

The Library provides displays created or curated by Librarians, as well as allowing displays created by members of the public or community groups to be exhibited at the Simsbury Public Library. Acceptance of a display or exhibit topic by the Library does not constitute an

endorsement by the Simsbury Public Library of the content of the display or exhibit, or the views expressed in the materials on display.

Library display materials are evaluated and made accessible in accordance with the protections against discrimination set forth in [section 46a-44 of the general statutes](#).

Intellectual Freedom & Censorship:

The choice to access Library material by patrons is an individual matter of personal choice. The Library recognizes that some material may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of Library material is predicated on the patron's *right of access* to information and *freedom from censorship*. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of material will not be inhibited by the possibility that material may inadvertently come into the possession or be seen by minors. No one can exercise censorship to restrict access to Library material by others. It is the parents' or legal guardians' responsibility to determine which material is appropriate for their children.

The Simsbury Public Library supports intellectual freedom and endorses the American Library Association (ALA) [Freedom to Read Statement](#), [Freedom to View Statement](#), and the [Library Bill of Rights](#).

Requests for Reconsideration:

The Library welcomes expressions of opinion from the public about Library displays/exhibits. The Library limits requests to reconsider material, displays/exhibits and programs to residents of Simsbury. Please see the Library's **Statement of Concern About Library Displays/Exhibits Form** located on the Simsbury Public Library website.

The Display Policy is subject to review and amendment by the Library Board of Trustees.

Procedures:

Bulletin Board Use and "Give-Away Literature"

- a. All items to be posted on Library Bulletin Boards or distributed to Library visitors must be given to staff at a service desk. Only Library staff may post items to Library Bulletin Boards or place give-away material. Items posted or placed by others will be removed. Approved items will be removed by staff after the event passes or sooner, depending on available space.
- b. Events, activities and announcements from the Library and Friends of the Simsbury Public Library will receive first priority. Next priority will be given to Library partners.
- c. Civic groups, service clubs, non-profit organizations, governmental units, and local businesses promoting free or nominal charge events will be posted as space permits.

- d. All advertised events must be open to the general public. Items posted in the Children's Room must be appropriate for children and families (as determined by Library staff).
- e. Political candidate signs or political messages, private events, such as yard sales, and "services provided," and personal notes are not eligible for display.
- f. Job/Position openings and other business-related promotions may be posted in the Business and Career Center at the discretion of the Library staff.

Gallery Guidelines:

Artists interested in exhibiting their work at the Library should complete an **Art Exhibit Application** including the **Hold Harmless Agreement** available on the Library's website or at the upper level Information Desk. Artists will usually exhibit for the duration of one month and priority will be given to those local and from Connecticut.

- a. The displaying individual or group will be responsible for the items on display. The cases may be locked, but the wall display areas are not. Library insurance will not cover displayed items.
- b. Artwork in the gallery or exhibit spaces may be for sale, but all sales must be conducted between the artist and the customer directly. The Library and Library staff have no involvement with or responsibility for these transactions.

Solicitation and Pamphleteering:

- a. Solicitations and pamphleteering are not to be conducted in the Library or on Library grounds. Prohibited behavior includes the solicitation or proselytization of Library patrons and Library staff who are working at a public service desk. Anyone who does not comply will be asked to leave the premises.
- b. Non-profit and community organizations may use the Library as a drop-off location for their charitable giving donations. A representative of the group must complete the **SPL Donation Box Request form** available on the Library's website. Approval of Donation Box Requests is at the discretion of the Library Director.

~Approved by the Library Board of Trustees October 20, 2025