



43 Church Street
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Decoration and Display Plan

Library decorations and displays are used to increase awareness of the Library's programs, resources, and services. Approval of displays is not on a first come basis but rather is based on how closely the display highlights or includes library programs, resources, and services.

When Planning Displays and Decorations:

- Think outside the box – instead of focusing primarily on holidays and observations, consider displaying current events such as the Olympics, sport season kick-off, events in the media, or select general themes like happiness, similar book covers, one word titles, broad topics, etc. Be creative with themes!
- Instead of having just books or DVDs set out, think about other visuals that could enhance your display such as:
 - book lists
 - library databases
 - upcoming programs
 - props
 - activities to involve patrons
- Have displays up for a shorter period of time (1-2 weeks)
- Consider the age of your audience; make sure the content is age appropriate (both in terms of subject matter and reading/comprehension levels) when deciding on a display location.
- Less is more!

Library Material on Display

- Do not use your personal library card to reserve material for displays, use a staff card (Display, Outreach, etc.)
- Only Dedham Public Library material should be displayed*.
- When reserving items, place item specific holds on material, not bib-level holds.

- Material should not be on a hold shelf for more than a week before being displayed, like a patron hold, the hold will be cleared after 5 business days.
- Change the status of all material on display to “On Display”
 - **On Display 1 - Main Library Adult Area**
 - **On Display 2 - Main Library Children's Room**
 - **On Display 3 - Endicott Branch**
- Once the display is up, cancel any remaining holds on the staff card.
- A note about why only Dedham items should be used: when a hold is fulfilled, that hold is only valid for 5 business days, circulation does a clear hold shelf on a regular basis. When an item is cleared from the hold shelf, the status of that item is automatically changed to “In Transit” and is no longer on hold. Using our items allows us to change the status to On Display and have patrons be able to use the self checkout machines without issue. Using our items also keeps circulation figures on our items and ensures that if an item goes missing while on display we can address it in-house.

Submitting Display/Decoration Requests

- All decoration/display requests must be submitted via the [Google Form](#) and will be reviewed by the Decoration and Display Committee and approved by the Library Director on a monthly basis. Display requests should be submitted no less than a month prior to the requested display date.
- One staff member involved in the planning of the display will submit a [Google Form](#) with the following information
 - Date Submitted:
 - Staff Member(s) Involved:
 - Display Theme (Include specific focus if able. For example, for Women's History Month, if you're planning to focus on women in sports, include that in this field):
 - Display/Exhibit Space Requested (see below, these will be bulleted selections):
 - Main Library
 - White board in adult area
 - Display case (across from the circulation desk)
 - Display shelves in front of circulation desk
 - Table by dvd/piano
 - Top of piano (displays here may need to be moved if a music program is happening)
 - Children's room doors
 - Children's room window into archive space
 - Top of shelves above picture books
 - Endicott Branch
 - Table across from computers/hold shelf
 - Sliding doors in adult area
 - Wall under tv in entryway
 - Wall above juvenile series (between the windows)
 - Sliding doors in children's area
 - Date Range Requested: _____ to _____
 - Library Program/Service/Resources the display/decorations are related to
 - Display/decoration description and explanation. Provide enough information so the Committee can get a clear understanding of what the display will include and the purpose behind it, and the connection to the community:

- Has this display been used in the past? If so, how is this display different from previous years?
- Canva Link - share any images/flyers that will be included in the display.
- Potential costs associated with the proposed display.
- All images and content used for display purposes are subject to copyright restrictions. Only images/content that are part of the public domain or open source images can be used in displays.
- All displays must be accompanied by a flier/poster with the display title/theme, a brief description of the theme, and some titles included in the display. Staff Picks and New Book displays need a flier but not a book list.
 - Flier example:

https://www.canva.com/design/DAFhrrQ2x3o/47xymVRAVJF3e1L1uEZmxA/edit?utm_content=DAFhrrQ2x3o&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

Decoration and Display Committee Roles and Responsibilities

- The point of the Decoration and Display Committee (the Committee) is not to say 'yes' or 'no' - but to be thoughtful and reflective about the purpose of the display and how it connects to the library and the resources the library offers.
- The Committee will be composed of five library staff members.
- The Committee will meet on a monthly basis to review submitted decoration/display requests.
- The Committee will use the Display/Decoration Rubric to form their decision (Appendix A).
 - Displays/decoration requests that receive a rubric score of 10 or higher will be forwarded to the Director for final approval prior to the display/decoration is put up.
 - If the Committee has questions about the display, they will contact the staff member(s) involved and discuss ways to improve the display (using the rubric will help with this).
 - The Director reserves the right to meet with the Committee and/or the staff member(s) submitting the request to reevaluate the rubric score and recommendation.

Decoration/Display Considerations

- Decor and displays should follow our goals: Do they inspire the community to learn? Do they help to connect members within the community?
- Does the intended display or decoration connect back to a resource offered by the Library? Does it offer new learning? Suggest new materials?
 - Incorporate materials such as books, dvds, etc.
 - Highlight library databases
 - Promote library service (3d printing, tech help, etc.)
 - Use displays to engage patrons and invite them to attend a program. For example, connect Halloween with gargoyles and the fact that the main library has one; holiday displays can connect back to gift wrapping programs, how to decorate for holiday parties, history of holiday tradition lectures by local historians.
- Does the intended display offer an inquiry-based approach- one that does not tell the patron what to think, but rather offers a wealth of resources and ideas from which to inform their own thinking.
- Can the display/decorations be broadened to show intersectionality of identities?
- Does the display offer multiple perspectives/ points of view?
- Has the display theme occurred previously? If so, how will the new proposal differ?

- Decorations and displays are free marketing and advertising. How do we use these to make people stop, engage, and want to come back?
- Does the intended display or decoration promote engagement/ connection between other community resources, pointing patrons towards community resources?
 - For example, doing a display on National Arts and Humanities Month (October) could include local art/ music organizations in Dedham, biographies of famous musicians from Massachusetts, plan art/music workshops with local artists for hands-on experience.

Updated October 20, 2023

Appendix A

Decoration and Display Rubric

	4	3	2	1	Points Awarded
Use/ promotion of library resources and services	The display/ decorations incorporates a variety of library resources and services (3+)	The display/ decorations incorporates 2 different resources or services	The display/ decorations incorporate 1 library resource or service	The display/ decorations do not incorporate library resources or services.	
Repeat display/ decoration	The theme/ subject is new and has not been used before.	The theme/ subject has been used, but is presented through a different lens.	The theme/ subject has been used in the past but has been updated with minimal changes	The theme/ subject has been used in the past with no changes	
Connection to the community	The display incorporates materials, themes, or resources that connect patrons with lesser-known or under-utilized community resources/ organizations that fosters a positive partnership between the library and organization.	The display incorporates materials, themes, or resources that connect patrons with community resources/ organizations.	The display attempts to incorporate a connection to a community resource or organization, but requires refinement to make the connection more clear or stronger.	There is no connection to community resources/ organizations	
Differing viewpoints and intersecting identities	The display is well balanced and covers the theme from a number of perspective and intersecting identities	The display is balances with multiple perspectives	The display offers limited perspectives from similar sources	The display is not balanced or include different perspectives	
Total Points					