



Dedham
PUBLIC LIBRARY

43 Church Street
Dedham, MA 02026
781-751-9284

Dedham Public Library
Library-Initiated Decorations and Displays Policy

Voted and approved by the Board of Library Trustees: May 8, 2023

Effective date: May 8, 2023

Summary of Document

The Dedham Public Library strives to be an inviting space, with frequently changing and engaging displays to celebrate literature, literacy, programs, themes, events, resources, and the community. Being mindful of the Library's mission as a cultural and learning institution and limitations of our space, inevitably varying opinions about display content will arise. In addition to providing in person feedback, other avenues exist for staff and citizen input. The Library Director has ultimate responsibility for displays and decorations.

Purpose

As a community resource, the Dedham Public Library provides building space to highlight the Library's role as a cultural, educational and community-centered institution consistent with the Library's mission, vision, and value statements.

Responsibility for Library Decorations and Displays

The Library will have a Displays and Decorations Committee, appointed by the Director, which will solicit input from Library staff, the Dedham community, and other Town departments and organizations. This committee will convene from time to time as current local, national, and international events provide opportunities to celebrate and highlight programs, holidays, and other events.

Organizations such as the Friends of the Dedham Public Library, schools, Dedham Library Innovation Team (DLIT), and others may participate in planning, implementing, or providing financial support, under the direction of the Committee, and with the approval of the Library Director.

The Committee will present a proposal to the Library Director who has the discretion, authority, and responsibility to select and manage all Library decorations and displays.

Criteria for Selection of Library Decorations and Displays

The selection of Library decorations and displays is based on a variety of factors, including:

- Relevance to community events, needs, interests, and issues;
- Relation to Library collections, available resources, and services;
- Timeliness and quality of materials;
- Connection to other community programs or events;
- Educational or informational value;
- Uniqueness of Library's offerings;
- Availability of space; and
- Budgetary considerations.

All Library decorations will comply with all applicable federal, state, and local laws. No solicitation of business is permitted except for the three exceptions noted below, which have been approved by the Board:

1. Writers and artists may advertise the sale of their own works related to a Library program or display in which they are featured, and
2. The Friends of the Dedham Library and DLIT may advertise their fundraising efforts in certain Library displays, and
3. Others, only as recommended by the Library Director and approved by vote of the Board of Library Trustees.

Maintenance of Decorations and Displays

The Library Director may authorize changes in Library decorations or displays for any reason including to maintain the quality and attractiveness, to make the most effective use of available space, to respond to additional information, and/or to ensure a welcoming environment. Displays, whether inside or on the grounds of the Library, may not otherwise be altered except when the program has been designated as interactive.

Challenged Materials

The Library endorses the American Library Association's Freedom to Read and Freedom to View statements, Library Bill of Rights, and statements on Labeling Library Materials, Access to Digital Resources and Services, and Access to Library Resources and Services for Minors.

Communications about Library decorations and displays should be directed, in writing, to the Library Director, who shall either take action or forward to the Committee or Trustees, as appropriate.