

Hamburg Public Library Display Policy

- I. Purpose
 - a. Hamburg Public Library (HPL) recognizes its role as a center for community information, education, and enrichment. The Library provides space for displays and announcements that reflect the interests and diversity of the community, support lifelong learning, and connect patrons with local resources and opportunities. Display and posting space is provided as a public service and does not imply the Library's endorsement of any group, event, or viewpoint.
- II. Displays
 - a. Selection of Displays
 - i. Library displays are planned, organized, and implemented by library staff.
 - ii. In determining display topics, materials, and resources, staff consider:
 1. Community needs and interests
 2. Educational or historical significance
 3. Relation to library collections, programs, or services
 4. Connection to community, state, or national events or initiatives
 5. Availability of display space
 - iii. The Library may collaborate with community organizations, educational institutions, or individuals on co-sponsored displays, provided they meet the same standards and align with the Library's mission.
 - iv. HPL strives to represent a diversity of perspectives in its displays and exhibits. Materials will not be excluded solely because they may be considered controversial.
 - b. Responsibility
 - i. Library staff welcome suggestions for display topics; however, all decisions regarding displays rest with the Library Director or their designee.
 - c. Request for Reconsideration
 - i. The Hamburg Public Library welcomes community feedback regarding displays.
 - ii. If a patron has concerns about a display, they are encouraged to speak with a staff member or the Library Director.
 - iii. If a patron wishes the Library to formally reconsider the inclusion, placement, or age-appropriateness of a display, they may complete a Statement of Concern.
 - iv. While any customer may submit the form to share feedback, only patrons who reside within the Hamburg Public Library service area may request a formal review. The form must be fully completed and signed.
 - v. The request will be reviewed by the Board of Trustees at their next regular meeting. The Board's decision is final, and a written response will be provided.
- III. Bulletin Boards
 - a. Permitted Postings
 - i. Bulletin boards are reserved for community information of a noncommercial nature, including:

1. Announcements of educational, civic, charitable, cultural, or recreational events
 2. Notices from nonprofit organizations or government agencies providing community services
 3. Volunteer opportunities or community service information
 4. Official nonpartisan election or voter information
- b. Prohibited Postings
- i. The following materials will not be accepted:
 1. Commercial advertisements, business cards, or solicitations
 2. Personal sale notices or classified-style ads
 3. Personal fundraising solicitations (e.g., raffles, walkathons, auctions, galas)
 4. Materials supporting or opposing political candidates, ballot measures, or specific religious beliefs
- c. Posting Guidelines
- i. All postings must be approved by the Library Director or designee.
 1. Materials must be appropriate for all ages and suitable for public display.
 2. Items may not be affixed to walls, windows, or doors.
 3. The Library reserves the right to remove postings at any time or limit duration due to space constraints.
 4. Materials left without approval will be removed and discarded.
 5. Permanent space may be reserved for ongoing community information (e.g., transit schedules, crisis resources).
 6. The Library assumes no responsibility for loss, damage, or return of posted materials.
 7. Library notices and information receive posting priority.



HAMBURG PUBLIC LIBRARY Statement of Concern about Library Displays

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Do you reside within the Hamburg Public Library service area? Yes No

Do you represent a group? Yes No

If yes, please identify: _____

Have you read the Hamburg Public Library's Display Policy? Yes No

Subject of Display (if known): _____ Date Observed: _____

Location of Display (e.g., main area, children's room): _____

Please describe your specific concern about the display: (Please be specific)

Which specific item(s) or portion(s) of the display are of concern?

What do you believe is the central issue with the display? (check all that apply)

- Accuracy of information
- Appropriateness for age group
- Offensive or controversial content
- Political or religious bias
- Other: _____

What would you like the Library to do in response to your concern?

- Review the display for appropriateness
- Remove specific item(s) from display
- Relocate or label the display differently
- Other (please specify): _____

Patron Signature: _____ Date: _____

Library Director Signature: _____ Date Received: _____

Only signed forms will be considered. The Library Director will acknowledge receipt of the form within two weeks.

For Office Use Only:

Board Meeting: _____ Board Decision: _____ Response Sent: _____