Library Display Policy

Brandywine Community Library
Policy Updated: 4/24/25

Objective

To maintain an attractive, friendly, uncluttered appearance in the library. *Note: Any exceptions to this policy must be brought before the Board.*

Circulation Desk

This is the first area that people see when they walk in the library.

- Keep clear as possible
- Limit the number of items laying on the checkout area
- Place papers and pamphlets in racks.

Bulletin Boards Outside the Library

The board next to the mailbox is designated specifically for library events and the board across the hall is the community board for events and notices. The one bulletin board is for events and activities occurring at other libraries across Berks County

- Leave space between posters
- Hang posters on the board and not over the edge
- The bulletin board will be checked weekly for outdated flyers.
- For the community board, the order of preference based on space will be:
    1) Literary or lifelong learning flyers
    2) Community flyers
    3) Personal or sale flyers only as space permits.
- The library reserves the right to remove materials at its discretion.

Children's Room Bulletin Board

For Library Use Only
This area is designated for displaying children's work and highlighting children's programs.

- Leave space between items
- Change the display at least once a month

Metal Bulletin Board in Young Adult Area

For Library Use Only
This area is designated for displaying posters, notices, and lists relating to Young Adults.

- Limit the time a paper is on display
- Leave space between items

Painted Walls and Woodwork

For Library Use Only

- Painters tape and putty may be used to display posters or papers.

Plants

- Water on a regular basis
- Dead leaves and plants need to be removed
- Saucers need to be under the plants

Glass Around Main Entrance, Glass Around Library Entrance, Windows, Glass Doors

For Library Use Only
Post important library notices on glass doors

Furniture

- Adding or removing furniture must be approved by the Board of Trustees
- Damaged furniture shall be immediately removed from library

Display Shelves Opposite the Circulation Desk

This area is designated for displaying library exhibits, community awareness projects, and special collections.

- Allow enough space between the circulation desk and wall for wheelchair access
- Displays and exhibits should not be cluttered
- Outside of the library use of this space is not permitted.