



Library Display Policy

Mission Statement

The East Haven Library Inc., colloquially known as the Hagaman Memorial Library, is a center for community enrichment and, as such, seeks to provide information, resources and programs for lifelong learning, and to improve to the quality of life of local residents through access to an excellent collection of materials in multiple formats, current technology, and cultural and other programming opportunities.

Purpose of the Display Policy

This policy of the Hagaman Memorial Library (the “Library”) provides librarians and library staff members with guidance for the display of library materials and other items within the library, and informs members of the public of the principles on which these decisions are made.

Key Definitions

“Library display” means a display of library and other educational material, art, physical or virtual items, sounds, music, or other sensory experiences, planned and curated by library staff for the benefit of those members of the public who opt to view or experience the display. It may involve outside collaborators and may be created in cooperation with other entities. Note that use of a public display space by an outside organization or individual is not a Library display.

“Library and other educational material” means any material belonging to, on loan to, or otherwise in the custody of a public library, including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material and software. It is the assemblage of all materials owned or licensed or otherwise in the custody of a public library in both physical and digital formats, and made available to the public at no cost.

“Public library staff member” means a staff member of a public library, a public librarian, any staff member whose assignment is in the public library or any individual carrying out or assisting with the functions of a public library. This includes all professional staff, nonprofessional staff, and the Library Director.

“Individual with a vested interest” means any individual residing in the town in which the public library is located or the town in which the contract library is located at the time a reconsideration form is filed.

“Remove” means deliberately taking library material out of a library's collection. “Remove” does not include the process of clearing such collection of any materials that are no longer useful.



Scope

This policy applies to all library displays.

Roles & Responsibilities

The Library Board of Trustees delegates the oversight and management of the Library and library displays and programs, within the guidelines of this policy, to the Library Director. The final responsibility for library displays and programs is held by the Library Director, but the day-to-day responsibility of oversight, management, development, and administration of displays and programs is shared by trained public library staff members. Librarians are professionally trained to curate and develop displays and programs; their education and experience prepare them for these important duties, under the overall direction of the Library Director.

The Library may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and programs. Co-sponsored displays and programs will be provided under the supervision of a designated library staff member.

Principles & Criteria

The Library recognizes the importance of displays and programs 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, we establish responsive connections between the diverse needs of our community, our vast collections, our digital services, and an array of engaging programming. A key aspect of this approach is the creation of thoughtfully curated displays, which play an essential role in informing and inspiring individuals of all ages and diverse backgrounds. These displays serve as a tangible expression of our dedication to the community and exemplify our belief that a vibrant library contributes to a strong community. Library displays should be provided for the interest, information, and enlightenment of all residents. Library displays should represent a wide range of varied and diverging viewpoints; library displays provide access to content that is relevant to the research, independent interests and educational needs of residents.

1. Selection Principles & Criteria

- A. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:
 1. Informational, educational, entertainment, enrichment, cultural, or recreational value to the community
 2. Public demand, interest, and needs of the individual and the community, both expressed and unexpressed
 3. Accuracy, effectiveness, prominence, and credibility
 4. Timeliness and importance of the display; current or historical significance of subject



5. Suitability of style for intended audience
 6. Availability and affordability
 7. Compatibility of schedule and display to available display space
 8. Local origination, significance, or particular relevance to East Haven and the region
 9. Historical, cultural, or educational significance
 10. Connection to other community or national programs, exhibitions, or events
 11. Relation to library collections, resources, exhibits, and programs
 12. The accuracy and effectiveness of the display
- B. 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 that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.
- C. A display will not be excluded or removed because its topic may be regarded by some as controversial. Library sponsorship of a display does not constitute or imply an endorsement of the content presented.
- D. Displays that support or oppose any political candidate or ballot measure will not be approved or offered by the Library.
- E. Displays that support or oppose a specific religion will not be approved or offered. Displays are planned to be inclusive of all cultures and of all religions and no religion. Library displays may address religious themes to educate or inform, but not to promote, observe, or proselytize a particular religious conviction. Holiday displays and programs may be offered for the entertainment of Library patrons.
- F. Selection of displays is based on the professional knowledge and judgment of library staff whose expertise includes knowledge regarding the public library and awareness of the needs and interests of the community. Suggestions from patrons are welcome and are given serious consideration. However, library staff will determine which suggestions will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards as adopted in the Collection Development & Maintenance Policy, Display Policy, or Program Policy. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation. The Library reserves the right to make the final decision on any displays.
- G. Note that there is a difference between library displays and programs that are created or curated by librarians and those created by members of the public or community. In addition to providing displays created or curated by librarians or public library staff members, the



Library may allow displays created by members of the public or community groups to be exhibited in the public library, when time and space allow. Acceptance of a display or program by the Library does not constitute an endorsement by the Library of the content of the display or exhibit, or of the views expressed in the materials on display.

- H. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

2. Gifts and Donations

Accepting gifts and donations is an important way for the library to benefit from the generosity of our community. Donations to enrich the library are welcome! This may include the donation of physical items, services, programs, or funds. The Library applies to these donations the same standards of selection that govern all other purchases, as outlined in the Library's Collection Development & Maintenance Policy, Display Policy, and Program Policy.

Gifts are accepted with the understanding that no conditions may be placed on any gift by the donor. This is essential in ensuring that the public library staff members designated to make these decisions continue to select materials and services independently from outside influences, and ensure that the donation of physical items, services, or funds do not interfere with the Library providing a collection and services which meet a diverse range of interests, tastes, viewpoints, values, and ability levels, in order to serve the greatest number of library users and potential library users possible.

Gift materials that are deemed to have met the Library's selection criteria by designated staff may be retained and those that do not may be otherwise used by the Library, given to the Friends of the Library Book Sale, or disposed of by other means. Funds donated for material or programs purposes are allocated, under the supervision of the Director, to purchases selected by designated Library staff to meet the requirements outlined in the Library's Collection Development & Maintenance Policy, Display Policy, and Program Policy. The library reserves the right to make the final decision on the use or disposition of all gifts and donations.

3. Non-Solicitation

Non-solicitation: displays of a purely commercial nature by outside organizations or those designed for the solicitation of business will not be offered by the Library. Displays may not be used by outside organizations to market or sell commercial products or services. The Library may, at library staff's discretion, opt to offer a display of sellable of Books, CDs, DVDs or other ancillary materials related to the content of a program as a convenience to attendees. Fundraising through library displays is limited to the Library and the Friends of the Library. Donations received through co-sponsored displays may be used to offset the cost of a display or program or may be split with another organization, at the discretion of the Library Director.



4. Intellectual Freedom and Censorship

The library recognizes that not all users will respond to all displays with the same degree of enthusiasm and regard; some displays may be controversial or offensive to an individual, but the Library maintains that individuals can apply their values only to themselves. It is the right of the individual not to view a display that the individual considers objectionable. It is not the right of any library user or users to deny access to library programs to others. The selection of library displays is predicated on the 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 display itself. The freedom to choose from a wide range of informational and artistic displays will not be abridged. The Library adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

5. Library Material Display Policy

Selection of materials for display will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. The Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations.

2. Library Display Review & Reconsideration Procedure

The Hagaman Library Board of Trustees recognizes the importance of hearing from the public regarding the selection of materials, displays, and programs. The Library administration and staff seriously consider suggestions made by East Haven residents. The completion of the Request for Reconsideration form does not guarantee accession to the collection or removal from the collection, but does ensure the attention of Library Staff to user opinion, interests, and concerns. The Library limits consideration of requests to reconsider material, displays, or programs to individual residents of East Haven who are current Hagaman Library Card holders. Please see our Material Review & Reconsideration Policy for further information on this process.

6. Location

This policy is in accordance with Public Act 25-168 Sec. 322, 323. This policy will be housed and maintained on the Hagaman Library website: www.hagamanlibrary.org/policies. A copy is also maintained in the Library Director's Office. The Library neither approves nor disapproves of the views expressed in materials included in the collection.

Approved by the Hagaman Memorial Library Board of Trustees November 20, 2025.