APPLETON PUBLIC LIBRARY

DISPLAY POLICY

PURPOSE

The Appleton Public Library Display Policy provides a basis for the display of library materials curated by library staff, exhibits of resources that enhance the library's programs and services, as well as exhibits by community partners.

Note: This policy does not apply to artwork or art exhibits. Artwork displayed within the library is governed by the Art Policy, which outlines the criteria for selection and display of art.

POLICY

A. Intellectual Freedom

1. The Appleton Public Library strives to represent a wide range of ideas and viewpoints in its displays. Topics or materials are not excluded solely because they may be controversial. Acceptance of a display or exhibit does not constitute endorsement by the library, the library board, or the City of Appleton.
2. The library upholds the right of individuals to access information representing all sides of an issue, allowing each person to make informed decisions for themselves. Displays may include materials that some individuals find challenging or disagreeable, provided they comply with this policy and further the library's mission.
3. Parents and legal guardians are responsible for guiding their own children's use of library resources and have the right and responsibility to restrict access to library resources for their children, but not for others in the community. The library does not restrict display content based on the possibility that materials may be viewed by minors.
4. Labels will be used only as neutral, informational aids to help locate materials. These aids do not express the library's opinions or judgments.
5. Staff selected displays, such as staff picks or thematic book displays, are an extension of the library's readers' advisory and collection development work and are subject to professional judgement consistent with the library's intellectual freedom principles.
6. The Appleton Public Library endorses the principles expressed in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

B. Display Criteria

1. The library director holds final responsibility for the approval and oversight of displays and exhibits. Day-to-day implementation may be delegated to staff members.

2. Library staff use the following criteria when selecting display topics, materials, and accompanying resources:
    a. Community needs and interests
    b. Availability and suitability of display space
    c. Historical, cultural, or educational significance
    d. Connection to local, regional, or national programs, exhibitions, events or initiatives
    e. Relevance to library collections, programs, and strategic goals
3. The library may collaborate with community organizations, educational institutions or local agencies to present displays or exhibits that support shared goals and align with the library's mission, vision, and strategic priorities. These partnerships are initiated or approved by library staff and are not part of a general public booking or application process. These exhibits are based on content-neutral criteria as referenced in Section B.2 above. Participation in a partnered exhibit does not constitute endorsement by the library or the City of Appleton.

C. Indemnification

When considering displays or exhibits from community partners, the displayer/community partner must agree to hold harmless the library and the City of Appleton for any damage or loss to the items on display.

D. Disposal of Items

Should a display item be left at the library more than thirty (30) days after the end of the display period, the library may dispose of the items.

E. Discontinuation

Both the library and the displayer may discontinue a display if it violates a library policy, safety concerns, or law.

F. Reconsideration

Despite the care taken in selecting materials for displays, it is natural for differences of opinion regarding suitable display or display location to arise. Thus, individuals may discuss their personal objections with staff. If the discussion does not satisfy the individual, and the individual resides within the library's legal service area as described by Wis. Stat. § 43.52, they may choose to complete a Request for Reconsideration, available at any service desk or online. The form will be forwarded to the appropriate supervisor in charge of similar resources, who will consider the request in a timely manner in consultation with the director. The display will be reviewed, in its entirety, and once a decision has been made regarding the material the director will issue a letter to the person explaining the decision. The display will remain until the review is final, or until it was scheduled to be changed.

G. Appeals

If the person is dissatisfied with the decision of the library director, they may appeal to the APL Board of Trustees ("library board") within fourteen (14) regular business days after the mailing date of the decision. The library board will reconsider the decision based at its next regularly scheduled

meeting, allowing for fourteen (14) calendar days review time by the library board. Should the library board receive multiple appeals, they may extend the timeline to ensure a thorough review of the appeals in question. The board will create a schedule and the individual(s) appealing the decision shall be notified of the date, time, and location of the meeting when the library board will hear the matter and may appear at the meeting to be heard as part of public participation. Should the person requesting the appeal be unable to appear in person, they may ask the library board to consider the merits of the request based on a written statement. The library board shall base its decision on whether the display conforms to this policy. The request will be heard and voted on in accordance with the Board of Trustees' Bylaws. The decision of the library board shall be final.

Approved 11/2025