

GREENVILLE (SC) COUNTY LIBRARY SYSTEM

DISPLAY OF LIBRARY MATERIALS AND PROMOTIONAL INFORMATION POLICY

The following statement shall appear with or as part of a materials display and informational postings within Greenville County Library System (Library System) facilities: The Library System offers resources that present a wide variety of views and opinions on current and historical issues. The inclusion of an item in the collection or a display does not represent an endorsement of its contents by the Library System.

Displays Within Library System Facilities

To support discovery of Library System resources, services, and events, individual library items and promotional information are displayed in designated locations in Library System facilities. Library System staff prepares displays of library materials and/or promotional information solely for the following purposes:

- Highlighting newly acquired items or Library System resources, services, and events,
- Informing patrons of the variety of subjects, genres, and formats included in Library System collections.

Factors to be considered by Library System staff when planning the timing, duration, placement, and theme of a materials display shall include:

- Purpose of the display and whether its themes and goals were approved by the Executive Director or their designee(s)
- Size and location of designated display space within the Library System facility
- Number of related materials available at the Library System facility where the display will be located
- Expressed interests and/or information needs of area residents
- Historical, seasonal, regional, or educational relevance.

Each display shall only include material classified for one age group: children, teens/young adults, or adults. Only materials classified for children are to be displayed in the children's areas of Library System facilities. The selection of items to be displayed must be appropriate for all audiences regardless of the location of the display.

Informational Postings

Bulletin boards, foyer display cases, and windows shall be used only for 1) the promotion of Library System resources, services, and/or events, 2) recognizing seasons of the year, or 3) the posting of information from other governmental agencies.

Distribution of Print Pieces

Only print pieces, including signs, banners, brochures, etc. supplied by or authorized by the Community Engagement Manager of the Library System shall be made available for distribution at any Library System facility. Such items are limited to 1) promotion of Library System resources, services, and events or 2) informational items from other governmental agencies (and identified as such on the items).