2.20 Programs, Displays and Exhibits

As an informational, educational, and cultural institution, the New Braunfels Public Library welcomes and presents programs, exhibits, and displays of interest, information, and enlightenment to the community, in keeping with the mission, vision and strategic goals of the library. The purpose of this policy is to provide fair and consistent standards for the types of programs presented at the library and the use of display areas in the library, thus ensuring appropriate use of these spaces in a manner that is consistent with the library’s other service objectives. The library’s philosophy of open access to information extends to library programming.

I. Purpose of Programs

Through programming, the library plans events that promote the use of library materials, service and /or offers the community informational, entertaining, or cultural experiences. The library strives to offer a variety of programs that reflect the interest of our growing and diverse population.

II. Purpose of Displays and Exhibits

Through displays and exhibits, the library makes patrons aware of its programs, services, and resources and helps attract the general public into the library as a means of promoting greater library usage. Interior library walls and service desk countertops will be reserved for materials and projects sponsored by the library, the City of New Braunfels (CONB), The Friends of the New Braunfels Public Library, Inc. (FOL) and the New Braunfels Public Library Foundation, Inc. (FON) and will not be made available for public use. Displays and exhibits by the Library, CONB, FOL and FON will receive priority scheduling.

III. Venues for Public Display

The library offers bulletin board space for the display of promotional or information materials for nonprofit entities. Nonprofit entity means an entity that is a nonprofit corporation, nonprofit association, or other entity that is organized solely for one or more of the purposes specified in Section 2.002 Texas Business Organizations Code. The Library Director may offer temporary use of wall space in the Children’s and Youth areas to hang artwork produced by children and may approve other exhibits from nonprofit entities for display within the library.

IV. Guidelines for Programs

Library programs shall generally be voluntary, free, and open to the public. Library programs must be non-commercial in nature. Although a professional expert may present a program, the information should always be generic in nature. Library programs must have a special educational, information or cultural value to the community.
Co-sponsorship of a program does not constitute an endorsement of the content of the program, or the views expressed by participants, and this will be noted on publicity. Co-sponsorship is defined as the library working with another agency, presenter, or business to provide a program for library customers. Priority co-sponsorship will be given to local governments, agencies, businesses, or organization.

The library and its employees will not be liable for the content of any program presented by a third party. Professional performers or presenters will be permitted to sell their creative products only if the Library Director has agreed in advance to such an arrangement. Timely and adequate public announcement shall be made of all programs. Organizations or individuals partnering with the library must coordinate marketing efforts with the library staff.

Registration may be required for planning purposes and when space is limited. When pre-registration is required, it must be handled by the library unless other arrangements are made.

For most programs, evaluation forms may be distributed to the participants so that staff may know what has been successful and receive ideas for new programs.

V. Guidelines for Displays

Nonprofit entities may post materials promoting their services, programs, and events, including fundraisers, as space permits. Materials from for-profit enterprises and individuals will not be posted. The Library Director must approve all postings and may prohibit postings that do not meet library standards. The Library Director has the sole authority to limit the length of time that materials will be displayed, as well as the frequency with which the organization shall sponsor a display. Materials accepted for display will be dated, and displays must be removed promptly upon the mutually agreed date.

Materials accepted for display will convey the issuer’s name and contact information. Anonymous items will not be displayed. All displays must meet existing state and federal laws on obscenity, libel, and defamation of character or invasion of privacy. Due to space limitations, the size of an item accepted for display may be restricted.

VI. Liability

The Library will not be responsible for returning or storing materials, and the Library will not be responsible for protecting materials from damage or theft. All items placed in the Library are there at the owner’s risk.

Granting permission to display materials does not imply the Library’s endorsement of content, the sponsoring organization, or its views; nor will the Library accept responsibility for the accuracy of statements made in such materials.
VII. Disputes

The library welcomes expressions of opinion from any library customer concerning programming, displays or exhibits. If a group or individual has concerns about a library program, display or exhibit, they should first address the concern with a library staff member. Customers who wish to continue their request for review of library programs, displays, or exhibits must submit the Request for Reconsideration form.

1. The Library Director will discuss the issue with the involved parties, review the exhibit, and, within a reasonable period, respond in writing to the complainant. The ALA’s Library Bill of Rights,” “Library-Initiated Programs and Displays as a Resource: An Interpretation of the ‘Library Bill of Rights,”” and “Exhibit Spaces and Bulletin Boards, An Interpretation of the ‘Library Bill of Rights”’ are some of the guidelines the Library Director will consider when making a recommendation.

2. Challenged materials shall not be removed until a decision has been reached.

3. If the complainant wishes to pursue the complaint further, he or she may address the Library Advisory Board at its regular meeting.

4. The Library Advisory Board shall review the complaint within a reasonable time and shall issue a decision in writing to the complaining person or representative within ten (10) business days of review. The Library Advisory Board’s decision shall be final.

VIII. Possible Observances

A list of possible observances for programs, displays and exhibits is attached as Appendix A. This list is intended as a guide to possible observances and is not intended to be final or comprehensive.
## Appendix A - Possible Observances for Programs, Displays & Exhibits

### January
- National Braille Literacy Month
- National Mentoring Month
- National Slavery & Human Trafficking Prevention Month
- Martin Luther King, Jr., Holiday

### February
- National Cancer Prevention Month
- American Heart Month
- Black History Month

### March
- Read Across America Day (March 2 – Dr. Seuss’ Birthday)
- Texas Independence Day (March 2)
- Women’s History Month
- Irish-American Heritage Month

### April
- National Poetry Month
- Volunteer Month
- Drop Everything and Read Month
- National Library Week (April 4-10)
- National Library Worker’s Day (Tuesday of Library Week)
- Children’s Book Day – Dia de los Niños (April 30)

### May
- Jewish-American Heritage Month
- Stroke Awareness Month
- Brain Cancer Awareness Month
- Asian-American and Pacific Islander Heritage Month
- Memorial Day Observance

### June
- Rainbow Book Month™
- PTSD Awareness Month

### July
- Independence Day (July 4)
- Park and Recreation Month

### August
- Black Business Month
- International Peace Month

### September
- Library Card Sign-Up Month
- Banned Book Week (Last week in September)
- Hispanic Heritage Month (Sept. 15-Oct. 15)
- National Suicide Prevention Awareness Month
- National Self-Care Awareness Month

### October
- Breast Cancer Awareness Month
- National Book Month
- National Women’s Small Business Month
- TeenTober
- National Friends of Libraries Week (Third week in October)

### November
- Alzheimer’s Awareness Month
- Family Caregivers Month
- Diabetes Awareness Month
- Native American Heritage Month
- National Picture Book Month
- Veterans Day

### December
- Human Rights Month
Appendix B - Request for Reconsideration of Library Programs, Displays or Exhibits

Title or Description

Content type (circle one) Program Display Exhibit Other _________

Program Date (if applicable)

Person initiating request

Address ____________________________  City ________________

State __________  Zip __________  Phone number ________________

Do you represent ________ Yourself

________ An organization (name) __________________________

________ Other group (name) __________________________

1. To what do you object? (Please be specific)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Did you view the entire program/display or exhibit? Yes/ No If no, which parts?

________________________________________________________________________

________________________________________________________________________

3. What would you like the library to do about this program/display/exhibit?

______ Request that library staff reevaluate for age appropriateness

______ Request that library staff reevaluate for distribution, display, or performance in library

______ Other – explain ____________________________________________

Signature ____________________________  Date ________________
For Library Use Only

Staff member receiving form  ___________________________ Date  ___________________
Collection Developer  ___________________________ Date  ___________________
Library Director Review  ___________________________ Date  ___________________
Resolution  ___________________________
__________________________________________ Date  ___________________
Library Advisory Board agenda date (if applicable)  ___________________________

To be filed in Library Director’s office.