



HAMILTON EAST
PUBLIC LIBRARY

DISPLAYS, INFORMATION RACKS AND PUBLIC BULLETINS POLICY

LIBRARY CREATED DISPLAYS

Hamilton East Public Library (HEPL) employs face-out/cover art display of physical and digital materials for the purpose of connecting library users with a variety of resources and materials of interest to them. HEPL recognizes that we serve diverse communities with wide-ranging interests, backgrounds, and needs. Goals in presenting the collection with face-out materials display include:

- Supporting the library's strategic priorities, mission and guiding principles
- Reflecting local or national events
- Connecting with topical themes and seasonal experiences
- Supporting library initiatives and events
- Highlighting new, notable, and award-winning works
- Showcasing diverse experiences and points of view
- Creating access to materials and an improved browsing experience

HEPL presents the collection through in-library displays and digital content on our website, partner sites, and social media. All materials in the HEPL collection, selected based on criteria outlined in HEPL's Collection Development Policy, are eligible for display. Displays are refreshed and updated frequently as items are borrowed. Inclusion of materials or resources in a physical display or digital content does not indicate the Library's endorsement of the views presented by the featured work.

COMMUNITY DISPLAYS AND EXHIBITS

Hamilton East Public Library may partner with other organizations or individuals in presenting exhibits and displays of interest, information and enlightenment to the community and in support of the Library's mission statement. The Library does not intend to imply that such usage constitutes a public forum and retains priority rights to all exhibits and display space for Library purposes. Approval for all exhibits and



displays rests with the Library Director or appointed designee.

The Library reserves the right to reject or remove any display or item. The Library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

The Library reserves the right to limit the size and number of items, the schedule of any display and the frequency with which the group or organization may have a display.

Displays and exhibits may not contain items for sale except for Library auxiliary groups such as the Friends of the Library, or with special permission from Library Director or appointed designee.

INFORMATION RACKS AND COMMUNITY BULLETINS

The Library provides space at each building for displaying free printed promotional and educational materials of non-profit organizations and agencies and some popular materials produced by for-profit organizations-selected explicitly by the Library for distribution. Hamilton East Public Library may partner with local government, local public schools, and key partners to community bulletins. Digital signage at each library may host significant community initiatives, events, public health advisories, and special announcements of widespread interest and enlightenment to library visitors. Approval of all community bulletins and materials submitted for information racks rests with the Library Director or appointed designee. Distribution or posting of materials by the Library does not indicate the Library's endorsement of the issue or events promoted by those materials.

Approved by Hamilton East Public Library Board of Trustees—November 2015, revised May 2018; revised January 2021; revised May 2022