Display Guidelines for Staff

Purpose & Goal

The Arlington Public Library's Display Guidelines provides a framework for library staff to determine how display topics are selected. Library displays support the library's mission by providing opportunities for patrons to access materials for education, information, and recreation. Arlington Public Library's goal is to provide displays and exhibits in library facilities to highlight the library's collection and inform the public on a variety of topics and viewpoints. The goal of these guidelines is to help staff and others understand the criteria used to create displays, the types of displays one may see around the library, location of various displays, and how these displays help the library achieve its mission which is:

To open doors to a world of ideas, information, and imagination, thereby

enhancing the economic, social, and cultural vitality of our diverse community.

Display Guidelines

Library displays are planned, curated, and implemented by library staff. While any item in the library's collection can be utilized for purposes of a display, library staff use a set of criteria to determine which topics to promote and which materials are selected. The Library strives to include a wide variety of relevant topics and viewpoints as well as offer displays and exhibits that appeal to a range of ages, interests, information needs and are age-appropriate.

Criteria include, but are not limited to:

- City Council and Unity Council Initiatives
- Library's Strategic Plan and current mission and vision alignments
- Library's Collection Development Plan
- Library stakeholders and partners
- Community needs and interests
- Educational, informational, or cultural significance

Responsibility

Library staff or community members may suggest a display topic; however, the curation and approval of such displays is at the discretion of the Director of Libraries and is carried out by library staff. The final decision is at the discretion of the Director of Libraries and consistent with the Administration Chapter of City Code Section 3.02 and Section 3.03.

Intellectual Freedom and Censorship

The Library preserves the right of library users to obtain information on all sides of thought-provoking issues so that each individual can decide for themselves the value of opposing ideas. The Library has a responsibility to protect the rights of all patrons; displays which may be considered thought provoking to some may be permitted if they adhere to the Library Display Guidelines and contribute to the furtherance of its mission.

Display Guidelines for Staff – Types of Displays

System-Wide Displays

A system-wide display is a coordinated effort to highlight a topic that is relevant to the community at-large. It will usually involve multiple library branches, if not the whole system, creating a display that fits the topic. These topics can include, but are not limited to, culture or heritage displays, system-wide programming, city initiatives, or current events. System-wide displays are planned by library administration, and materials are selected and vetted by library staff.

Weekly/Monthly Displays

Every month, library staff will change out displays around the library to highlight different topics throughout the year. These topics can include, but are not limited to, seasonal displays, cultural or heritage displays, specific topics, such as health awareness, interpersonal skills, mindfulness, and education, etc., that cover a broad variety of viewpoints, and specific genres or classes of materials. Monthly displays are planned in advance by library staff and materials are selected and vetted to ensure that they are appropriate for the display topic and location.

Pop-Up Displays

Pop-up displays are smaller displays that are thematic and timely as it pertains to ongoing happenings in the library and literary world. Pop-up displays are generally not planned ahead of time, but still undergo the same process of selection and curation as the monthly displays. Topics generally include one-off or sporadic events or situations, including, but not limited to, popular author deaths, when books are turned into movies, when promoting library and City of Arlington events, popular author birthdays, smaller displays to target a specific group, audience, or task, such as "dinner and a movie."

Digital Displays

Displays that occur in the library's online presence including, but not limited to, the library's social media pages, the library's digital signage, the library's digital resources and applications, and any digital promotional materials that are dispersed through digital avenues such as emails or text messages. These digital displays are promoted in conjunction with already vetted physical displays and programs throughout the system.

Display Plan FY 2023

The following is an anticipated list of acceptable display topics for FY 2023. While these topics have been pre-determined, these may be subject to change and new topics may be incorporated. Displays intended for a specific age group will only feature materials drawn from the corresponding collections. Displays with a possible age specific sensitivity will be limited to adult areas of the library. The final decision is at the discretion of the Director of Libraries and subject to Administration Chapter of the City Code Section 3.02 and Section 3.03.

Recommended display topics by month:

January: New Year, Resolutions, "This year I will learn," Goal setting, National Tea Month

February: Romance/Love, Chocolate, Valentines, Black History Month, Famous Lovers, Blind Date with a Book

March: Women's History Month, National Quilting Month, National Craft Month, Armchair Travel, St. Patrick's Day, Spring

April: Arab American History Month, Gardening, April Showers, Spring, Earth Day, National Poetry Month

May: Asian American Pacific Islander Month, Jewish Heritage Month, Sports and Fitness Month, Latino Book Month, Mother's Day, Vacation, Looking forward to Summer, End of School, National Home Improvement Month

June: Discover Summer, National Pride Month (*applicable in teen and adult areas*), National Rose Month, Father's Day, Audiobook month, After Graduation, Summer Vacation

July: Beach Reads, National Grilling Month, Outdoor Living, Nature, Family Reunion Month, July 4th/USA, Picnic Reads

August: Back to School, End of Summer, National Golf Month

September: Library Card Sign-up Month (system-wide), Hispanic Heritage Month, Back to School, Autumn/Fall, Happy Cat Month, Banned Book Week

October: Costumes, Spooky/suspense/horror books, Fall reading, Teen Read Week, National Pizza Month,

November: Native American Heritage Month, Thanksgiving, Fall/Autumn, Ready for Winter, Veteran's Day

December: National Universal Human Rights Month, Winter/Snow, Warm & Cozy, Faith Celebrations (Christmas, Kwanzaa, Hanukkah, etc)

Anytime Displays:

- Genre-specific displays - Fantasy, Dystopian, Nonfiction
- Recommended Reads - both Staff and Patron recommendations
- Relevant interests - In Case you Missed It, Social Justice, Life Skills, Pop Culture Interest, Video Games, Books that are Movies, Popular Fandom, Social Emotional Learning
- Author Celebrations - Debut Authors, Author Birthdays/Deaths, Popular Authors