



**BENBROOK LIBRARY DISTRICT**  
**DISPLAY POLICY**  
***Approved April 28, 2025***

The Benbrook Library District has limited display space, but this policy is meant to guide librarians and to inform the public about the principles upon which display themes and materials are chosen.

Library display tables and display cases are only for Benbrook Library District. Public bulletin boards located at the entrance of the library are available for public use; however, display items must be reviewed by Library administrative staff and are subject to community events that are free and open to the public.

Displays are used to highlight new materials, educate the public about the variety of subjects, genres, and formats offered, and to stimulate interest in the library collections, services, and resources.

Placement of materials on displays does not imply BLD's endorsement of ideas, opinions, or viewpoints expressed therein.

Displays should support BLD's mission statement:

*The Benbrook Public Library will enhance our clients' quality of life by providing a safe and comfortable facility and resources that meet informational needs, encourage lifelong learning, provide cultural enrichment, and support responsible citizenship. The library provides free services to all residents living within the Benbrook city boundaries, as well as non-residents.*

The following criteria will be considered when selecting or approving displays:

- Format and style are suitable for intended audience (e.g. adult materials will not be included in displays in the children's area).
- Appropriateness to seasonal events, holidays, etc.
- Relation to current events.
- Historical or regional relevance.
- Relation to events in the community.
- Relation to Library events and programming.

- Representation of a genre, trend, or culture.
- Interest of patrons and the public.

#### Guidelines for displays:

- Themes and materials selected should fulfill BLD's mission to provide materials which meet patrons' interests and needs.
- Materials should be in good condition.
- Topical displays should represent the wide variety of viewpoints offered in the collections.
- Displays should not promote a specific religion, political party, or cause.
- Any signage included should clearly state the theme of the display.
- National monthly holidays are approved for display purposes, including but not limited to:
  - Black History Month
  - Women's History Month
  - Poetry Month
  - Military Appreciation Month
  - Asian American and Pacific Islander Heritage Month
  - Pride Month
  - Hispanic Heritage Month
  - Native American Heritage Month

#### Approval of displays:

- Youth Services Librarians are responsible for Children's, Youth, and Teen displays.
- Adult Services Librarians are responsible for Adult displays.
- Final approval of all displays lies with the Assistant Executive Director.
- Patrons who request the reconsideration of library display materials will be asked to follow the procedures concerning reconsideration of library materials as outlined in BLD's Collection Development policy.