

**ADAMS COUNTY LIBRARY SYSTEM**  
**140 Baltimore Street**  
**Gettysburg, PA 17325**

**LIBRARY INTERNAL DISPLAY POLICY**

**Policy Overview**

The Adams County Library System (“ACLS”) maintains several library-initiated display areas that showcase ACLS’s collections, highlight cultural, educational, and local interests and aim to further ACLS’s mission. Displays provide opportunities for the community to learn about library collections, resources, and services and encourage lifelong learning, recreation, and entertainment.

**Purpose**

This policy for library-initiated displays furnishes a basis to assist ACLS staff with planning and implementation of exhibiting topics, resources, and related materials. It also seeks to inform the public about the principles and criteria that go into the planning process.

**Responsibility**

Library-initiated displays rely on ACLS staff expertise for planning and implementation

**General Criteria**

ACLS will strive to curate displays that reflect the broad range of human experiences, knowledge, and perspectives. With their professional expertise, ACLS staff will create displays with at least one of the following goals in mind:

- To increase awareness about library collections, programs, resources, and services
- To consider community needs and interests
- To honor historical or cultural matters
- To bridge a connection between the ACLS and the community or between the community and another organization via a co-sponsored library display
- To promote literacy and life-long learning, including the five literacies of Pennsylvania Library Association’s PA Forward® initiative (Basic, Information, Civic & Social, Health, and Financial Literacy)

Staff will be mindful of the intended audience in the available spaces, accessibility of materials and resources, and the timely exchange of new topics. Displays highlighting new material shall be presented as space allows based on release date. Thematic displays are curated by library staff. Development of a display or exhibit by the Library does not constitute endorsement by the ACLS of the content or views expressed in the display materials.

**Equity, Diversity, and Inclusion**

ACLS strives to reflect the needs of our community and our national landscape as closely as possible. Library-initiated displays will not exclude topics, books, media, or other resources solely on the basis that they may be considered controversial. ACLS will continuously work to curate displays representing a wide array of people, cultures, ideas, and experiences.

**Intellectual Freedom**

ACLS, to the best of its ability, strives to provide various displays and exhibits. Reflecting the importance of the American Library Association's Freedom to Read Statement and Library Bill of Rights, the ACLS attempts to present a broad range of human experiences, knowledge, and perspectives. The inclusion of an item in a display does not imply endorsement by ACLS of the content or view expressed in the materials on exhibit.

**Request for Reconsideration**

ACLS welcomes citizens' expressions of opinion concerning library-initiated displays and exhibits. Anyone who wishes to request a display to be reconsidered, in part or in whole, is asked to complete and sign the Request for Reconsideration Form. The form will be forwarded to the Executive Director for review. The display in question will be reviewed within ten (10) business days. When a decision has been made regarding the retention or removal of part or all of the display, a letter will be sent to the requestor with an explanation of the decision. The display will remain in place during the reconsideration process or until the staff deem it time to rotate in a new topic. Once a Request for Reconsideration has been reviewed and the Committee has decided on its retention or removal, that decision will stand for ninety (90) days regardless of subsequent Requests for Reconsideration of the same display.

**ADAMS COUNTY LIBRARY SYSTEM**  
**Request for Reconsideration of Library Internal Display**

The Adams County Library System will give your comments careful consideration. Please return this form to any branch library and it will be forwarded to the Executive Director for review.

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Library Barcode number: \_\_\_\_\_

Display Subject: \_\_\_\_\_

Branch: \_\_\_\_\_ Location: \_\_\_\_\_

Do you represent an organization? \_\_\_\_\_ (please specify)

To what in the display do you object? \_\_\_\_\_

\_\_\_\_\_

What do you consider the negative impact of this display? \_\_\_\_\_

\_\_\_\_\_

What do you believe might result from viewing this display? \_\_\_\_\_

\_\_\_\_\_

Do you have suggestions for how the display can be modified to resolve your objection? \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

This form received by: \_\_\_\_\_ Date: \_\_\_\_\_

**The display will be reviewed by the Executive Director within 10 business days and a written reply will be sent to the requestor.**