

Program, Display, and Exhibit Policy

Verona Public Library

I. Introduction

- a. The Verona Public Library, in accordance with its mission, offers programs, displays, and exhibits to meet the educational, informational, recreational, and cultural needs of our diverse community. This policy works to support the library's goals to:
 1. Promote lifelong learning
 2. Support cultural diversity
 3. Provide opportunities for community gathering
- b. This policy is to provide library staff with guidelines to assist them in the development of library programs, displays, and exhibits. It is also intended to inform the public about the principles and criteria by which programs are selected.
- c. Selection and planning of library programs, displays, and exhibits are the responsibility of the professional staff of the Verona Public Library. Other staff members and the public may make recommendations for consideration.
- d. The director retains the authority to reject or approve any programs, displays, or exhibits.

II. Displays

- a. Library displays are planned and implemented by library staff to highlight topics and areas of the library collection.
- b. Library materials from other SCLS libraries will not typically be used for displays.
- c. Library materials on display are available to be checked-out.

III. Exhibits

- a. Exhibitors must complete and sign an exhibit contract releasing the library from liability from loss or damage to exhibited items.
- b. Price lists and artist contact information can be made available to the public on request at the service desk. The library will not handle the sale of art works on exhibit.

IV. Library Programs

- a. Library programs are based on the interests and needs of the community and are subject to staff, budget, and space availability.
- b. The Library may partner with other agencies, organizations, businesses, and individuals provided the programs are compatible with the Library's mission.
- c. Library sponsorship of a program does not constitute an endorsement of the content of the program. Beliefs and opinions expressed during library programs by speakers, presenters, performers, or participants do not necessarily represent the viewpoint of the Verona Public Library.
- d. Library programs must be informational and non-commercial in nature.
- e. Presenters may provide promotional materials. Presenters may not actively solicit participants' contact information but may have an optional sign-in sheet for participants.
- f. All library programs must be open to the public at no charge, unless they are a fundraiser for the Library or Friends of the Library. Only library-sponsored or co-sponsored programs may involve monetary solicitation, sale of items, or fundraising activities.
- g. Presenters may be allowed to sell items that are directly related to the event such as books or music recordings with advance permission from the staff member planning the event or the library director.

- h. Attendance at programs may be drop-in, or in cases of limited space or resources, may require registration. Registration will be made available on a first-come, first-served basis. In cases of drop-in programs, attendance may be limited when safety or the success of a program requires it.
- i. Programs may be designed with certain age-limit parameters. Exceptions may be made at the discretion of the presenter or organizer.
- j. Some programs are designed for children to attend independently, however parents or caregivers of children under the age of 8 must remain in the building. Responsibility for supervising children at library programs lies with parents or caregivers.
- k. Program attendees must comply with all library policies.
- l. Any group wishing to attend a library program is asked to contact the library to confirm there will be space for a large group.
- m. Participants consent to be photographed and/or filmed and give permission for those images to be used for library promotion. Participants who do not wish to be photographed should notify library staff.
- n. To request sign language interpretation or other accommodation, please contact the library at least two weeks before the event.

V. Reconsideration Requests

- a. The Verona Public Library recognizes that some programs, displays, and exhibits may be deemed inappropriate or offensive by some patrons. Topics will not be excluded solely on the grounds that they may be controversial.
- b. The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves programs, displays, or exhibits that they do not approve of, they cannot exercise this right of censorship to other persons to attend or view. The Verona Public Library adheres to and supports the Library Bill of Rights, Freedom to View Statement, and the Freedom to Read Statement. (See Appendix.)
- c. Please contact the Library Director with questions, comments, or concerns about library programs, displays, or exhibits. Any formal complaints should be directed to the Library Director in writing. After consideration, the Library Director will determine if the item in questions should be removed from display status or a program or exhibit cancelled.
- d. Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing to the Library Director. Discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.

Appendix:

Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement

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