

Bozeman Public Library Display Policy

1. Mission.

The Bozeman Public Library (“Library”) creates opportunities that inspire curiosity, exploration, and connection.

2. Vision.

The Library is the community cultural center that connects all Bozeman citizens to their neighbors and the world.

3. Purpose.

The purpose of this policy is to set criteria for Library staff when developing and designing the Bozeman Public Library’s displays. The Library staff create displays highlighting the Library’s collection, resources, programming, and/or services to encourage curiosity and civic social dialogue that includes the diverse interests and viewpoints of the community.

4. Display Policy.

Displays will not be excluded solely because of its origin, background, or viewpoint.

4.01. Criteria for developing and designing display. Staff may use the following criteria when developing and designing Library displays:

- 4.01.01. Alignment with the Library’s Mission and Strategic Goals.
- 4.01.02. Space availability, budget, and staff availability.
- 4.01.03. Currency and topicality.
- 4.01.04. Accessibility and availability of the or display in the community.
- 4.01.05. Relevance to the needs and interests of the community.
- 4.01.06. Connection to the Library’s collections and resources, and other community programs, exhibitions, and events; and
- 4.01.07. Any other factors, after a case-by-case analysis, Library staff consider relevant.

4.02. Prohibited Displays. Displays that are non-compliant with federal, state and local laws are prohibited. Displays used to promote private, commercial businesses; for religious solicitation; to promote partisan candidates or parties; or to promote political initiatives are not permitted.

5. Patron Concerns.

A patron may request a display reconsideration by submitting a written Request for Reconsideration (Appendix A), which is available online or at any public service desk.

The following steps will be taken after the Library Director has received a completed Request for Reconsideration form:

1. The Library Director will appoint a committee to investigate the Request for Reconsideration and review the request in relation to the Library's mission and Display Policy.
2. The Library Director will respond to the patron in writing within 30 days of the submission of the Request form.
3. A patron can appeal the decision of the Library Director by notifying the Library Director in writing, within sixty (60) days of the Library Director's response and at least fifteen (15) days in advance of the next available Library Board meeting. If the next Library Board meeting is scheduled before the 15-day notice requirement can be satisfied, the appeal will be addressed at the following meeting. Any notice of appeal made after the 60-day deadline will not be considered.
4. At the Library Board meeting, the Library Board will hear testimony from the patron and the Library Director. Decisions on appeals are based on careful review of the objection, the display, and the Display Policy. The final decision on appeals rests with the Library Board and will be an action item at publicly held Board meetings.

APPENDIX A

Request for Reconsideration

Library Program Library Display

Other _____

Program Title: _____

Presenter: _____ Date of Program: _____

Topic of Display: _____ Date of Display: _____

Request initiated by: _____

Street address: _____

City/State: _____ Zip: _____

Email: _____ Phone: _____

I represent: myself organization/group, please specify:

I attended the program: Yes No N/A

I have seen the display: Yes No N/A

Describe your concerns regarding this program or display:

What action would you like the library to take?

Signature of requester

Date

Submit completed form to Library Director, Bozeman Public Library, 626 E Main St., Bozeman, MT 59715. These comments will be reviewed by the Library Director, and the requester will be notified in writing of the Director's decision.