

Admin Policy

Mission Viejo Library Display Policy

PURPOSE AND GOALS OF DISPLAY POLICY

The purpose of the Library's Display Policy and schedule is to provide a framework for the library staff to determine how display topics are selected and help others understand the criteria used to create displays, the types of displays one may expect to see, and the locations of various displays. Library displays are intended to highlight the library's collection, inform the public of material available on a variety of topics and viewpoints, and support the City's mission, organizational values, strategic goals, and policies established by the City Council/Board of Library Trustees.

SELECTION OF MATERIAL TO BE DISPLAYED

Library staff is responsible for scheduling and creating displays in the Library. Displays will include materials reflecting a wide spectrum of opinions and viewpoints, and materials that appeal to a range of ages, interests, and information needs. Displays in age-specific areas of the library (e.g. children's and teens) will be comprised of materials from those collections. With the exception of specially designated "all ages" display locations, materials included in displays will remain in the general area of the library where they are shelved. Display subject matter shall not overlap between display areas at any given time, except when promoting library-wide or city-wide programs and initiatives such as the Summer Reading Program, Back to School, or City-recognized holidays. Each concurrent display shall have different subject matters so that throughout the month various subject matter is being featured to reach a wide and diverse group of patrons.

GENERAL CRITERIA

Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Connection to City Council-recognized mission, goals, values, initiatives, or proclamations
- Connection to other community or national programs, exhibitions, or events
- Community needs and interest
- Recommendations from the community
- Availability of titles related to the topic
- Historical, cultural, or educational significance
- Relation to library collections, resources, exhibits, and programs

Displays are changed every 2-4 weeks. Circulating materials may be borrowed directly from the display.

PROCESS FOR APPROVAL

- Library staff will develop a proposal for display topics for a calendar year, organized by month and display location, and submit to the Library Director for review prior to September for the following calendar year.
- The Board of Library Trustees will modify and/or approve the final display list for implementation by Library staff.

TYPICAL MONTHLY DISPLAY TOPICS

The following is a list of anticipated/possible observances by month. These topics may be changed and new topics identified, especially in connection with Council endorsed programs. Displays intended for a specific age group will only feature materials drawn from the corresponding collections. The final decision on displays is the responsibility of the Director of Library Services and subject to approval by the Library Board of Trustees.

January: New Year Resolutions, Goal Setting, Martin Luther King Day, Local History (Rose Parade Floats)

February: Black History Month, Heart Healthy Month, Valentine's Day, President's Day

March: Woman's History Month, Persian New Year, Local History (Saint Patrick's Day celebrations)

April: National Volunteer Month, Volunteer Connection Day, Earth Day, Arbor Day, National Pet Month (highlight Animal Services Center), Holocaust Remembrance Day, Autism Acceptance Month, Community College Awareness Month, National Donate Life Month, Parkinson's awareness Month

May: Mother's Day, Jewish Heritage Month, Asian Pacific Islander Month, Mental Health Awareness Month, Memorial Day

June: Father's Day, National Safety Month (tie into OCFA Annual Water Safety Campaign), Flag Day, Juneteenth, Pride Month, Graduation, Summer Read Kickoff, National Rose Month (feature Library Rose Garden), National gun Violence awareness Day

July: Independence Day, National Grilling Month, Family Reunion Month, Outdoor Living (Highlight Oso Creek Trail) Parks and Recreation Month, Disability Awareness Day/ADA Anniversary

August: Back to School (Highlight Books and material related to local school curriculum) National Golf Month (Highlight Oso Golf Course)

September: Hispanic Heritage Month, Library Card Sign-Up Month, Beginning of Fall, Constitution Week, Hunger action Month

October: National Disability Employment Awareness Month, National Pizza Month, Halloween, Walk Against Drugs, National breast Cancer Awareness Month

November: Native American Heritage Month, Thanksgiving, Veteran's Day, Small Business Saturday

December: Winter Activities, Human Rights Month, Pearl Harbor Remembrance Day