

# **Citrus County Public Library Display Policy**

## **Section 1. Purpose**

The purpose of this policy is to establish clear, consistent guidelines for public displays in the Citrus County public libraries. The policy ensures that displays support the mission of the library system: to promote literacy, lifelong learning, and equitable access to information for all residents.

Libraries are neutral civic spaces. Displays must reflect educational and cultural enrichment, not political, religious, or partisan advocacy.

## **Section 2. Guiding Principles**

Libraries serve all residents regardless of background, beliefs, or affiliations.

Displays must be consistent with the library's mission of literacy, education, and cultural enrichment.

Libraries are forums for learning, not platforms for advocacy.

Neutrality is paramount; displays must avoid bias, censorship, or favoritism.

## **Section 3. Scope of Displays**

### **A. Library-Sponsored Displays**

Focus on literacy, reading programs, local history, cultural awareness, and educational themes.

Examples: summer reading challenge, Florida authors month, STEM learning week, local history, local highlights, etc.

### **B. Temporary displays**

Must be nonpartisan, non-sectarian, and educational in nature.

Duration limited to 30 - 60 days to ensure rotation and fairness.

### **C. Outside Group displays**

Community groups may submit proposals through a standardized application process.

Displays must align with library mission (literacy, education, cultural enrichment).

Prohibited content: political campaigning, religious proselytizing, sexual nature, commercial advertising.

## **Section 4. Approval and Oversight**

### **Library Advisory Board Authority**

Reviews and approves all display proposals.

Decisions guided by written criteria: neutrality, educational value, alignment with mission.

Records approvals and denials to ensure transparency.

### **County Commission Role**

Establishes this policy framework only

Does not review or decide individual display requests.

This separation protects the Commission from repeated public disputes.

## **Section 5. Consistency and Neutrality Rules**

All displays must:

Be temporary (no permanent installations by outside groups).

Be nonpartisan (no political party logos campaign materials or endorsements).

Be non-sectarian (no religious worship materials or proselytizing).

Be educational and literacy focused (books, authors, history, science, arts).

Not sexual or sexuality related.

## **Section 6. Process for Outside Proposals**

Groups submit a standard proposal form including:

Group name and contact information

Purpose and proposed theme

Requested duration (within 30 - 60 days).

Library Advisory Board reviews proposals within 30 days.

Written approval or denial provided, with explanation based on policy criteria.

Appeals process limited to library Advisory Board, County Commission does not hear appeals.

### **Section 7. Communication and Transparency**

Policy posted publicly on the library website and in branches.

Advisory Board publishes an annual report of approved displays.

Transparency ensures accountability without politicizing decisions.

### **Section 8. Effective Date and Review**

This policy takes effect upon adoption by the Citrus County Board of County Commissioners.

The library Advisory Board will review the policy every three years and recommend updates as needed.

## Citrus County Public Library Display Proposal Form

### Instructions:

Community groups or individuals wishing to propose a temporary display must complete this form and submit it to the Library Advisory Board. Displays must align with the mission of the library: promoting literacy lifelong learning and cultural enrichment. All proposals will be reviewed according to the display policy.

### Section 1. Applicant information

Organization/Group name:

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Primary Contact Person:

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Phone Number:

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E-Mail Address:

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### Section 2. Display Details

Proposed Title/Theme of Display:

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Description of display include educational purpose and materials to be used:

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Requested Duration (30 to 60 days maximum):

From:\_\_\_\_\_ To:\_\_\_\_\_

Location Preference (branch or area within library):

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### Section 3. Alignment with Library Mission

How does this display promote literacy, education, or cultural enrichment?

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### Section 4. Compliance Statement

By signing below, the applicant affirms that the proposed display:

- Is non-partisan contains no political party logos, campaign materials, or endorsements.
- Is non-sectarian (contains no religious worship materials or proselytizing).
- Is non-commercial (contains no advertising or sales promotion).
- Is temporary and consistent with the mission of the Citrus County Public Libraries.
- Does not contain sexual or sexuality related material.

Signature of applicant:

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Date:

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### Section 5. Advisory Board Review (for official use only)

Date received:

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Reviewed by:

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Decision:   Approved   Denied

Reason for Decision (if denied)

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Approval duration:      From:\_\_\_\_\_ To:\_\_\_\_\_

### **Citrus County Public Library Display Review Rubric**

#### **Instructions:**

For each proposal, the Library Advisory Board should score criteria on a scale of (0 – 2)

0 = Does not meet criteria

1 = Partially meets criteria

2 = Fully meets criteria

A proposal must score at least 10 out of 14 possible points to be approved.

#### **Criteria**

1. Mission alignment (0 – 2)

- Does the display promote literacy lifelong learning or cultural enrichment?

2. Neutrality (0 – 2)

- Is the display free from partisan political content, endorsements, or campaign materials?

3. Nonsectarian (0 - 2)

- Is the display free from religious worship materials or proselytizing?

4. Educational Value (0 – 2)

- Does the display provide clear educational benefit (e.g., history, science, arts)

5. Non-sexual (0 - 2)

- Is the display free of sexual or sexuality oriented material?

6. Non-Commercial (0 - 2)

- Is the display free from advertising, sales promotion, or branding for profit?

7. Practical Considerations (0 - 2)

- Is the proposed duration within 30-60 days?

- Is the display feasible in terms of space, safety, and library operations?