

# Beaufort County Community College Library

## Display Policy:

### *Purpose*

Displays in the library will focus on academic, social, and artistic themes of interest to the College and local community. Whenever possible, they will include references to actual library materials or resources available through the CCLINC system.

### *Requests for Permission to Display*

College faculty, staff, organizations or classes represented by an academic adviser may apply to use library display areas and cases by submitting the proper form to the library staff. Requests will be reviewed and approved by the Director of LRC. Requests will be scheduled on a first-come, first-serve basis. Every attempt will be made to accommodate the display date requested. Interested individuals should allow advanced notice. The party requesting scheduling is encouraged to work directly with library staff in order to ensure optimal exposure of display items and their safety.

### *Duration of displays*

The duration of displays will be limited to approximately 30 days unless special permission is granted.

### *Liability*

The library will not be responsible for the materials placed on display nor will the library be responsible for the safety of the items. The library is a public access area which cannot be officially monitored or protected against theft or vandalism.

### *Suitability of subject matter*

Parties planning displays should strive for objectivity within an instructional or informational theme. Controversial or discriminating materials may be refused. The Director of the LRC will have final say as to the appropriateness of the subject matter.

### *Posters and flyers*

Posters and supporting literature such as flyers must be approved also.

### *Display arrangement and removal*

The library is not responsible for supplies or equipment necessary to display items. Persons responsible for displays will remove the display in a timely manner.

Complaints concerning displays should be made to the Director of the LRC. Complaints will be addressed in a timely manner.

