



Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

library@saratogasprings-ut.gov

www.saratogasprings-ut.gov/library

XI: Facilities and Displays

Facility Use

The Library Director is authorized to establish use guidelines and/or other procedural requirements to provide access to space within the facility for customers with an active account. These use guidelines and/or requirements will be consistent with the City's other facility use policies. When creating these requirements, employees will consider the needs of all residents as well as all health and safety regulations.

Customers may use the existing space within the facility as long as their use does not interfere with other customer use of the facility and/or violate Section XII: Customer Behavior, Service & Expectations of this document.

Public Artwork

1. The Library may work with the City, Saratoga Springs Arts Council, other government or school entities to allow displays of public artwork through their organization(s).
2. The Library will follow the criteria for evaluation of displayed artwork from the City's Art Policy.
3. The Library will abide by the community standards of the City and will commit to be thoughtful and sensitive in choosing works of art to be displayed.
4. The Library will be solely responsible for the placement of artwork.
5. The Library shall be responsible for removing artwork from display.
6. The Library may remove or relocate artwork from display at any time for any reason.
7. The Library shall not be liable to any artist for any damage to any artwork displayed.
8. Displayed artwork may be challenged through the "Customer Statement of Concern" form available online at www.saratogasprings-ut.gov/library or at the Circulation Desk.

Library Collection Displays

The Library does not allow for public displays of the collection. Library displays must be approved by the Library Display Committee described herein pursuant to criteria established below.

1. The Library Display Committee is made up of two (2) Library employees and a member of the City Public Relations and Community Outreach Department. The Library Display Committee will review displays proposed by Library staff and will vote to allow or disallow the proposed display.
 - a. The Library Display Committee will meet quarterly to review proposals for displays in the upcoming quarter which will be reviewed by City Administration prior to approval.
 - b. A decision by the Library Display Committee is not subject to appeal.

2. The guidelines for Library Collection Displays include the following:
 - a. Highlight or promote Library materials or services;
 - b. Provide cultural or educational information;
 - c. Serve community needs and interests;
 - d. Provide entertainment or enlightenment;
 - e. Encourage connection to community, state, or national programs, exhibitions, or events;
 - f. Consistent with legal requirements and community standards (e.g. the Library will not display pornography pursuant to U.C.A. § 76-10-1203).
3. Displays may be removed or relocated by the Library at any time for any reason.
4. Displays may be challenged through the “Customer Statement of Concern” form available online at www.saratogasprings-ut.gov/library or at the Circulation Desk.

Brochures, Information Board, and/or Announcements

The information bulletin board is not monitored 24/7. Content must be posted by Library staff and meet the following criteria:

1. Information posted must be from a City partner affiliate.
2. Flyers or notices must clearly include the institution’s logo and contact information.
3. Information that offers medical or health information which are not sponsored by a government entity are not permitted.
4. Do not post content that promotes a commercial entity or products.
5. Do not post content that contain threats, obscenity, profanity, graphic language, materials that would violate the law, abusive, and defamatory, sexually explicit materials, discrimination based on race, sex, sexual orientation, gender, religion, national origin, age, genome, or disability.
6. The appearance of this information does not constitute an endorsement by the Library or City, or for the information, products, or service contained therein. The Library or City does not exercise any editorial control over the information you may find at these locations. If there is a reference herein to any specific commercial product, process, or service by name, trademark, manufacturer, or otherwise, that reference does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Library or City. The views and opinions expressed herein do not necessarily state or reflect those of the Library or City and shall not be used for advertising or product endorsement. With respect to documents available from the server, the Library or City do not make any warranties, express or implied, including the warranty of merchantability and fitness for a particular purpose, or assume any legal liability or responsibility for the accuracy, completeness, or usefulness of information.

Hardcopies of information for the information board, brochures, information and/or announcements should be brought into the library front desk for review and must meet the criteria outlined above. Information not meeting these criteria will be disposed of. Allow for at least 48-72 hours for the review and posting of this information, based on staff availability.

1. Notices and/or announcements will be approved and posted in a locked display case by Library staff for a period of at least seven (7) business days.
2. Brochures will be approved and posted in the display case by Library staff for a period of at least seven (7) business days, or until there are none remaining.
3. Notices may be removed by the Library at any time for any reason.
4. Posted information may be challenged through the “Customer Statement of Concern” form available online at www.saratogasprings-ut.gov/library or at the Circulation Desk.