

POSTING, DISTRIBUTION, & EXHIBITION OF MATERIALS

The Library maintains bulletin boards, brochure racks, and limited display space for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of display and exhibit space shall conform to the Library Bill of Rights, which is incorporated in the Library's materials selection policy. Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.

All materials for display or distribution must be submitted for approval by designated library staff members. Any material found on the bulletin boards or in the brochure rack that has not been approved shall be removed and discarded. Dated material will be removed as soon as possible after the event. Undated material will be removed after a minimum of two weeks or when the space is needed for other materials.

The Library posts and/or distributes free materials such as community pamphlets, flyers, calendars, newsletters, tabloids, and other information for public awareness and convenience. The Library acts as a distribution point for information that municipal, county, state, and federal government agencies wish to disseminate widely. The Library will post and distribute information on educational and cultural opportunities offered by not-for-profit organizations within the area. Job search information will be posted or distributed if it is of general public interest.

Materials which will not be posted or distributed include personal requests and commercial advertisements of products or services by individuals or for-profit organizations.

The Library reserves the right to limit or prohibit at any time the posting or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the Library. The Library also reserves the right to dispose of materials that have been posted or put in the brochure rack. It cannot be held responsible for returning materials to the donors.

Because space is limited, materials will be posted and/or distributed in this order of priority:

1. Pewaukee Public Library and Waukesha County Federated Library System announcements and publications.

2. Friends of the Pewaukee Public Library and the Pewaukee Public Library Foundation announcements and publications.
3. Village of Pewaukee, City of Pewaukee, and Waukesha County government announcements and publications.
4. State of Wisconsin and federal government announcements and publications.
5. Civic, recreational, cultural, and educational announcements and publications from not-for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Pewaukee area.
6. Commercial publications from not-for-profit organizations, containing information of general interest to library customers.

Adopted by the Pewaukee Public Library Board of Trustees: April 21, 2005; Dennis Sampson, Library Board President

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