

POSTING AND DISTRIBUTION POLICY

PURPOSE

The Pewaukee Public Library [Library] maintains designated bulletin boards and brochure racks in the Library's building for the purpose of posting and distribution of information of community interest. Community interest includes civic, cultural, educational and local government agency information.

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 Board subscribes to the tenets of the Library Bill of Rights, which states in part:

“Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.”

“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”

The posting and distribution of public information shall conform to the Library Bill of Rights. Materials that will not be approved include personal requests, commercial advertisements of products or services, campaign literature, and any material deemed discriminatory. Providing space for the posting or distribution of materials does not imply Library endorsement of the events or information provided.

GENERAL REGULATIONS

1. All materials for posting or distribution must be submitted for approval. Items for consideration should be left at the Library's Circulation Desk. Staff will sign and date all approved materials.
2. Any material found or left on any bulletin board or brochure rack that has not been approved shall be removed and discarded.
3. As a result of limited space, there is no guarantee of posting. Staff will not notify individuals or organizations if items are not posted. Materials submitted will not be returned to the sponsoring individual or organization.
4. 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. Postings may be removed without notification by staff when space or the volume of submissions dictates a shorter display period.
5. Items for posting must be of reasonable size in relation to the space available; in general, they may not exceed 11" X 17" in size. Handwritten announcements will not be accepted for posting.

6. Materials will only be posted on designated bulletin boards and in designed brochure racks.

OUTSIDE THE LIBRARY'S BUILDING

The Library staff shall not regulate speech or expression activities [Activity] outside of the Library building except for the following content-neutral, time, place and manner restrictions:

- Activity may not unduly disrupt traffic or interfere with ingress or egress to the library building, and such activity must remain at least 10 feet or more from all public entrances to the Library and shall not be conducted in the Library parking lot;
- Activity may not create unreasonable safety risks;
- Posters, pamphlets, or other printed information of any kind must be hand-held or hand-distributed. No such materials may be placed on or attached to the grounds, buildings, walls, lights, or other structural features of the Library;
- No unattended signs, posters, notes, or pamphlets are permitted and, if found, will be removed and discarded.
- Pewaukee Public Library grounds are the property of the Village of Pewaukee which maintains its' own sign ordinance: Village of Pewaukee, Code of Ordinances, Chapter 70 – Signs.

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

Revision adopted by the Pewaukee Public Library Board of Trustees: July 11, 2007; Sally Ruf, Library Board President

Revision adopted by the Pewaukee Public Library Board of Trustees: September 15, 2021; Dale Noll, Library Board President