

## **Library Posting/Free literature Distribution Policy**

The North Shore Library maintains several display cases and free literature distribution areas for library and public use. This policy encompasses the principles and guidelines for use of these spaces.

**REFERENCES:** Wisconsin Statutes, Chapter 43

**PURPOSE:** The primary purpose of the library's display areas is to inform North Shore area (Bayside, Fox Point, Glendale and River Hills) residents of North Shore Library events and programs. The library also serves as a posting area for governmental notices by the four previously-mentioned communities. To the extent that the library's display areas are not needed for these purposes, they are made available to the public, subject to the following rules and priorities:

1. All items displayed or distributed must be civic, educational, cultural or of other general interest under non-commercial, non-partisan sponsorship, except under such conditions as are specified below. Usage priorities for the display areas shall be as follows:

Priority 1: Any items related to the library's own programs or services, or those in which the library is a sponsor, participant, or cooperating agency.

Priority 2: Use by the governmental agencies of the City of Glendale or the Villages of Bayside, Fox Point, or River Hills.

Priority 3: Use by other governmental agencies or by service agencies supported by community funding (e.g., Milwaukee County or United Way agencies).

Priority 4: Use by non-profit educational and cultural agencies and charitable organizations.

Priority 5: Commercial publications containing information of general interest to library patrons, as regulated in the following sections:

2. The library's posting and distribution areas may **NOT** be used for:
  - A. Candidate election materials
  - B. Notices/publications directly promoting a religious group
  - C. Materials that violate the policies of the Library Board
  - D. Private "for sale" notices
  - E. Materials that discriminate in any way because of race, creed, sex, age or handicap
3. Preference will be given to local events and announcements.
4. Due to limited space available, posted to be displayed should be no heavier than card stock paper and no larger than 12" by 18". The library also reserves the right to limit quantities of materials accepted.

5. The library reserves the right to maintain their own posting areas and distribution areas and to determine when, for how long, and where items are placed. All materials must be pre-approved by library staff.
6. Proposed items will be initially reviewed for compliance by the library's Head of Circulation. The Library Director has final discretion on the display and posting of material in the library. Items placed in the library without receiving prior approval as stated above will be removed and discarded.
7. Approval of a display or distribution of materials does not indicate that the library endorses any cause or activity.