

Display and Distribution of Materials Policy

Approved 4/14/2022

In the interest of serving the needs of our community, the Reedsburg Public Library provides areas for display and distribution of materials. These spaces include a designated bulletin board for public notices of local community events literature displays for distribution of free handouts, and other materials which may be of interest to the community and other designated display spaces.

General Guidelines

1. All postings, displays, and handouts must be approved, posted and removed from the bulletin board and display areas by library staff. Unauthorized displays or material will be removed.
2. Space is designated in order of priority to:
 - Reedsburg Public Library and Friends of the Reedsburg Public Library.
 - City of Reedsburg and Sauk County notices and publications.
 - Other governmental notices and publications of local interest.
 - Local educational institution notices and publications.
 - Non-profit organization materials of local interest
 - Other events.
3. The presentation of any posting, display, exhibit or handout does not imply endorsement by the Reedsburg Public Library, its Trustees or staff.
4. The Library is not responsible for any items that are lost, damaged or stolen while on exhibit or display.

Handouts and Bulletin Board Posting

1. All postings must be approved, stamped and dated by library staff. Unauthorized postings will be removed.
2. The library reserves the right to limit the size, number of items and length of posting.
3. Event announcements must be for events open to the public.
4. All items must identify the organization including: name, address and phone number.
5. Employment postings must provide a name, address and phone number and must be associated with a local business, organization or job opportunity that is based locally.
6. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented. Religious and political events are permissible for

informational purposes or special events; materials which have the primary effect to advocate for a single point of view will not be displayed.

7. Forms of literature unacceptable for library posting or display include:
 - Items devoted to the sale, advertising, solicitation or promotion of products, services or items of personal property.
 - Materials whose primary purpose serves as campaign literature
 - Personal notices or handouts
 - Requests for study participants for medical or other research
 - Direct requests for contributions not associated with an event, unless it is a Library-sponsored or Friends of the Reedsburg Public Library-sponsored campaign.
 - Materials not suitable for viewing by library users of all ages.

Displays within the Library

In addition to the bulletin board and literature racks, the library may provide space within the Library to display information that may be of interest to members of the community.

1. Display of materials must be scheduled and approved by the library director or designee.
2. The library reserves the right to determine the location, size, number and type of items, and length of display.
3. Display space will be made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
4. Unacceptable display types include:
 - Materials whose primary purpose serves as campaign literature or that advocates for a single opinion or viewpoint.
 - Direct requests for contributions not associated with an event, unless it is a Library-sponsored or Friends of the Reedsburg Public Library-sponsored campaign.
 - Materials not suitable for viewing by library users of all ages.
 - Items devoted to the sale, advertising, solicitation or promotion of products, services or items of personal property.
 - This provision does not apply to library-sponsored or co-sponsored exhibits or approved art exhibits.
 - The library director is authorized to make exceptions for the sale of items on display where an agreed upon portion of the proceeds is donated to the library, Friends of the Library, or for the sale of items displayed by program performers.