

# Displays and Distribution of Materials Policy (Including Bulletin Boards)

Approved 5/9/2013

1. The primary purpose of the bulletin boards, electronic displays and spaces designated for the display of notices in the library is to provide information to library users about the events or services of a cultural, recreational or community service nature. Library displays take precedence over other users.
2. All displays, exhibits, and handouts are to be approved by library staff prior to setup or posting. Unauthorized displays or material will be removed. Bulletin Board notices may be no larger than 11" X 17" and must be stamped and dated by library staff.
3. Exhibits, displays and handouts are presented on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting space. Religious and political exhibits, displays and materials are permissible for informational purposes only.
4. Exhibits, displays and handouts may not involve the sale, advertisement, solicitation or promotion of commercial products or services or items of personal property. This provision does not include the library or groups affiliated with the library. Signs with tear-away slips are not permitted.
5. Display items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space or are unsuitable for display in a public service area.
6. The Library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display.
7. The presentation of any display, exhibit or handout does not imply an endorsement of the content by The Reedsburg Public Library, its Trustees, or staff. Each display must include contact information for responsible person or group.
8. Library staff will determine the length of time for display, not to exceed 2 months.
9. Selected City of Reedsburg and other community-wide events may be posted on the digital sign or electronic displays with library Director approval. Contact the library Director with requests or questions regarding electronic postings or any other provisions of this policy.