

## WAUKESHA PUBLIC LIBRARY

### POLICY: **MATERIALS FOR POSTING OR DISTRIBUTION**

Approved by Library Board: ~~6/10/10~~ 8/10/17

Number: B-4

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The Library maintains bulletin boards and a brochure rack for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest. 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 city, county, state, and federal government agencies wish to disseminate widely. The Library will post and distribute information on educational and cultural opportunities available 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.

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

1. Waukesha Public Library and ~~Waukesha County Federated Bridges~~ Library System announcements and publications.
2. City of Waukesha and Waukesha County government announcements and publications.
3. State of Wisconsin, federal government announcements and publications.
4. Civic, recreational, cultural, and educational announcements and publications. If space is limited, priority will be given to events and organizations in the immediate Waukesha area.
5. Commercial publications containing information of general interest to Library customers.

The Library 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.