

PAULINE HAASS PUBLIC LIBRARY

POLICY: Posting or Distribution of Materials

Approved by Library Board: September 20, 2017

The library maintains bulletin boards and brochure racks for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest.

1. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part "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 ... Materials should not be proscribed or removed because of partisan or doctrinal disapproval." The uses made of library display and exhibit space shall conform to the Library Bill of Rights, which is incorporated in the library's materials selection policy. Approval of a display or distribution of handout materials does not indicate endorsement of any cause or activity.
2. Bulletin boards are for library use only. All materials for display or distribution in brochure racks 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.
3. Because of the Library's relationship with the Village of Sussex, and its role as an information provider, the Library Director may approve the posting or distribution of information provided by Sussex in areas other than the brochure racks. The library may similarly choose, but is not required, to highlight balanced or nonpartisan information about issues appearing on municipality-wide election or referendum ballots. Similar accomodation may be made for the needs of the Hamilton School District, as state law defines a special relationship between public libraries and public schools, evidenced by the requirement of the appointment of a school district representative to library boards.
4. 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 will post and distribute information on educational and cultural opportunities offered by not-for-profit organizations within the area. Job search information will be posted or distributed if it is of general public interest.
5. Materials which will not be posted or distributed include petitions, personal requests and commercial advertisements of products or services by individuals or for-profit organizations.

6. The library reserves the right to limit or prohibit at any time the posting or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the library. The library also 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.

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

- a. Pauline Haass Public Library and Bridges Library System announcements and publications.
- b. Friends of the Pauline Haass Library and Pauline Haass Public Library Foundation announcements and publications.
- c. Village of Sussex and Waukesha County government announcements and publications.
- d. Hamilton School District announcements and publications.
- e. State of Wisconsin and federal government announcements and publications.
- f. Civic, recreational, cultural, and educational announcements and publications from not-for-profit organizations. If space is limited, priority will be given to events and organizations in the immediate Sussex area.
- g. Publications from not-for-profit organizations, containing information of general interest to library customers.

Adopted by Library Board: May, 1996

Revised May, 2003

Reviewed October 2006

Revised June 17, 2009

Revised March 19, 2014

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