



LIBRARY POLICY

Posting or Distribution of Materials

ADOPTED
May 1996

LAST REVISED
September 16, 2026

APPROVED BY
Library Board

NEXT REVIEW
2031

PURPOSE

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.

SCOPE

This policy governs the library's public bulletin boards and brochure/handout racks. Use of library meeting rooms and of display or exhibit cases is governed by separate library policies. This policy applies to physical posting and distribution; the library's website, digital displays, and social media channels are governed under separate policies.

LIBRARY BILL OF RIGHTS

The Library Board subscribes to the tenets of the Library Bill of Rights, which affirms that library facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use, and that materials should not be proscribed or removed because of partisan or doctrinal disapproval. The uses made of the library's bulletin boards and brochure racks 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.

SUBMISSION AND APPROVAL

All materials for display or distribution must be submitted for approval by the Library Director or staff designated by the Director. Submission of material does not guarantee that it will be posted or distributed, and display space is not guaranteed. Posted materials should generally not exceed 8.5 by 11 inches; larger items may be accepted as space permits. 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 30 days or when the space is needed for other materials. Anyone who disagrees with a decision not to post or distribute material may submit a written request for review to the Library Director.



COMMUNITY PARTNERS

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 accommodation 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.

GOVERNMENT AND NONPROFIT INFORMATION

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.

MATERIALS NOT ACCEPTED

Due to space constraints, the library cannot post or distribute materials for individuals or for-profit organizations. Materials which will not be posted or distributed include petitions, personal requests, and advertisements of products, events, or services.

HEALTH, SAFETY, AND DISPOSAL OF MATERIALS

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.

ORDER OF PRIORITY

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.

REVIEW

This policy will be reviewed by the Library Board no later than 2031, and sooner if circumstances warrant.