

Posting and Distribution of Non-Library Materials

In keeping with the Library's overall philosophy of providing access to a wide range of information sources, the Library provides space on its upper-level public, bulletin board and in its display racks for announcements and notices of local community events. Notices posted on the bulletin board or distributed through the display racks may include brochures, pamphlets, flyers, posters, college catalogs, newsletters, and newspapers.

The Library does not advocate for nor endorse the viewpoints of organizations permitted to post information on the bulletin board or in the display racks. The library does not verify the accuracy of any information posted or displayed. The Library accepts no responsibility for loss or damage to any item submitted for posting or display.

Bulletin Board & Display Rack Notices

Guidelines governing size and content of notices

1. Content must be civic, cultural, educational, and/or recreational in nature. Preference is given to notices announcing or related to events and organizations in Shorewood and Milwaukee. The following types of notices will not be posted:
 - a. Notices by, for, or related to a political campaign, party or candidate
 - b. Notices related to referenda or issues on the election ballot
 - c. Notices of for-profit groups, companies or organizations that are soliciting, advertising services, selling merchandise or otherwise promoting commercial purposes.
 - d. Notices of individuals announcing opinions or personal services including, for example, babysitting, dog-walking, or elder care.
2. Notices should be no larger than 11 x 17 inches.
3. Notices must be appropriate for viewing by all ages. Notices should not contain:
 - a. profane, obscene or pornographic language or images,
 - b. content that promotes, fosters, or perpetuates discrimination based on race, creed, age, religion, gender, national origin, disability, or sexual orientation,
 - c. rude, defamatory or personal attacks,
 - d. threats to any person or organization,
 - e. content that promotes illegal activity or conduct in violation of federal, state, or local law.

4. Notices must contain the name of the sponsoring agency or an authorized representative.

Guidelines governing removal of notices

1. Notices posted that are no longer timely, as determined by library staff, will be removed.
2. Notices that are not time-sensitive may be removed and re-posted, as space allows and at the Library's discretion.
3. After display, notices will be recycled or discarded.
4. Any notices left on any surface in the library or Village Center lobby for distribution will be recycled or discarded.

Procedure for approving and posting notices

1. Notices must be submitted to the Library Circulation Desk and include contact information (name, address (street and email), and telephone number) for the submitting individual or organization.
2. Notices will be reviewed for compliance with this policy by authorized library staff within two weeks from the date of submission.
3. Notices approved for posting will be stamped 'approved' by authorized library staff and posted to the bulletin board or set in the display racks.
4. Notices submitted and not approved will be recycled or discarded without notifying the submitter.

Procedure for challenging decision to reject posting of notice

1. Persons whose materials are rejected for posting or who are otherwise aggrieved by determinations made under this policy may appeal the decision in writing to the Library Director.
2. The Library Director will review the matter in light of these Guidelines and Procedures and communicate a final determination to the aggrieved party.

Notices and displays elsewhere in or on the library space

Free standing displays, banners, projections, posters, or other notices related to non-library matters are not allowed to be displayed in or on the library premises.

The Library may display materials produced by the Village of Shorewood and its Boards, Departments, Committees, or Commissions elsewhere in the library at its discretion and in keeping with its mission and values.

The Library may display materials produced by the Shorewood School District, its teachers, students, and related organizations elsewhere in the library at its discretion in keeping with its mission and values. Examples include student art pieces, authentic learning project productions, recreation activity guides, and promotion of District-led programs for the community.

Adopted by the Library Board of Trustees

September 13, 2017.

Amended May 8, 2019