

**Mukwonago Community Library**  
**Display Case and Posting Policy**  
**Approved June 9, 2022 - Last reviewed June 9, 2022**

The purpose of this policy is to provide information and guidelines on how the community can use the display spaces at the Mukwonago Community Library. Sections include:

- I. Statement of Mission
- II. Statement of Impartiality
- III. Conditions for Use of the Display Case
- IV. Conditions for Posting to the Bulletin Boards

Appendix A: Display Case Reservation and Agreement Form

**I. Statement of Mission**

The Library display case and community bulletin boards are tools by which the Library supports its mission of providing opportunities for seeking knowledge, gathering information, and pursuing creative use of leisure time. The Library seeks assistance from community organizations and individuals in furthering this mission and therefore provides display spaces open to all organizations engaged in educational, cultural, intellectual, or charitable activities.

**II. Statement of Impartiality**

In accordance with the American Library Association's "Bill of Rights," materials will not be excluded because of the origin, background, or views of those contributing to their creation. These spaces are provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The display case and/or community bulletin boards cannot be used for public presentations by individual political candidates or supporters or opponents of a ballot issue.

The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of the exhibits, exhibitors, posters, or notices. The Library shall place a disclaimer statement on each bulletin board and display case to assure the public of the Library's impartiality regarding all displays:

*Display spaces are offered as a service to the public and in no way reflect the viewpoints of the Library or Library Board of Trustees. The presence of a particular display or posting within the Library does not indicate that the Library either advocates or endorses the viewpoints of exhibits, exhibitors, posters, or notices.*

### **III. Conditions for Use of the Display Case**

- A. Library-sponsored displays will be given priority in scheduling all the display case.
- B. Designated staff are in charge of scheduling displays for the display case in compliance with this policy. If the month the patron requests for a display is not available, library staff will notify the patron what months are available to schedule a display.
- C. Individuals and organizations may indicate an interest in presenting a display by contacting the Library for a "Display Case Reservation and Agreement Form" found in Appendix A. This application will be submitted to the Library Director of their designee for approval. The Library Director reserves the right to reject an exhibit.
- D. The Library Director shall have the final decision on the arrangement and appropriateness of all exhibits or displays.
- E. Displays must conform to the space restrictions of the assigned areas and be securely affixed to display surfaces. No changes may be made to the setup of the display cabinet.
- F. Displays may be in place for up to 4 weeks. Designated staff may schedule displays for shorter or longer periods of time. All exhibits shall be set-up and removed by the exhibitor on the dates determined by the Library.
- G. The Mukwonago Community Library is not responsible for theft or damage of items in its exhibit areas. Insurance is the sole responsibility of the lender. All items placed in the Library are done so at the owner's risk. If an applicant is under the age of eighteen (18), a parent or legal guardian must sign the "Display Case Reservation and Agreement Form."
- H. The Library will not sell items from the display case, nor will selling prices be displayed.
- I. Individuals and organizations providing materials for displays must be acknowledged with a sign indicating "Materials in this display are provided by [name of person or organization]."

### **IV. Conditions for Posting to the Bulletin Boards**

- A. Posters, notices, and materials for distribution should be submitted to the Library Director or their designee who will review the materials before posting. The review will include ensuring the materials follow this and all other Library policies.
- B. Posters, notices, and materials may not be posted or removed except by authorized Library staff.
- C. Material cannot contain offensive language or imagery. Material must be informative in nature and cannot include political or religious advocacy.
- D. Very large posters (over 11"x17") will not be accepted.
- E. Priority for posting will be given to local civic, educational, and cultural organizations.
- F. Due to space restrictions, the Library cannot guarantee if a posting will get posted or how long a posting will remain on the bulletin board.
- G. Materials promoting commercial use will not be allowed.

## **Revision History**

<b>April 19, 2017</b>	Policy Revised to include conditions for posting and revised title from Display Case Policy to Display Case and Posting Policy.
<b>June 21, 2018</b>	Reviewed by Policy Committee and forwarded to Library Board for approval. No changes recommended.
<b>August 12, 2021</b>	Included language directly referencing the Library Bill of Rights; created Appendix A; included more specific guidelines for postings.
<b>June 9, 2022</b>	Reformatted to standard; created section headers

## Appendix A

### Mukwonago Community Library Display Case Reservation and Agreement Form

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization (if sponsoring display) \_\_\_\_\_

Briefly describe the nature and purpose of the display:

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Your signature below indicates that you have reviewed, understand, and agree to abide by the Mukwonago Community Library Display Case and Posting Policy. You agree to assume responsibility for the display and to ensure it is set up and removed on time and that its contents and design are consistent with the requirements of the above mentioned policy. You agree that the Library accepts no responsibility for the theft or damage of any display exhibited at the Library, and all items placed in the library are done so at the owner's risk.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Displays are assigned on a first-come, first served basis. When your request is approved, we will notify you of an approximate date for your display. Items are typically on display for one month at the Library's discretion. Library-sponsored displays will be given priority, so dates are subject to change. Once you are notified of the dates of your display, you agree to set-up and remove your display during the times agreed upon. ***The Library will remove any display that is not retrieved by its owner in time for the next exhibit.***

If you have questions, please contact the Library Director or call (262) 363-6411.

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For Library Use:

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Comments: \_\_\_\_\_