

Mukwonago Community Library
Display Case and Posting Policy
Approved: 21 June 2018

Purpose

The Mukwonago Community 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. The display case and/or community bulletin boards cannot be used for public presentations by individual 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 exhibits, exhibitors, posters, or notices.

Conditions for Display Cases

- Library-sponsored displays will be given priority in scheduling the display case.
- Designated staff shall schedule 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.
- Individuals and organizations may indicate an interest in developing a display by contacting the Library for an application. This application will be submitted to the Library Director for approval. The Library Director reserves the right to reject an exhibit. Acceptable materials for exhibition/display should be of cultural, educational, or historical importance.
- The Library Director shall have the final decision on the arrangement and appropriateness of all exhibits or displays.
- 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.
- Displays may be in place for up to 4 weeks. Staff may schedule displays for shorter periods of time. All exhibits shall be set-up and removed by the exhibitor on the dates determined by the Library.
- 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. Any individual or organization providing materials for a display shall sign a form that releases the Library from any responsibility for loss or damage to works on display. If the individual is a minor, a parent or legal guardian shall sign the waiver.

- The Library will not sell items from the display case, nor will selling prices be displayed.
- Individuals and organizations providing materials for displays may be acknowledged with a sign, not larger than 3” x 5” indicating “Materials in this display are provided by (name of person or organization).”
- Mukwonago Community Library shall place a disclaimer statement in each display case to assure the public of the Library Board’s neutrality regarding all displays.

Conditions for Posting

- Posters, notices, and materials for distribution should be submitted to the Library Director for approval.
- Posters, notices, and materials may not be posted or removed except by authorized library staff members.
- Materials promoting commercial use will not be allowed.
- Mukwonago Community Library shall place a disclaimer statement on each bulletin board to assure the public of the Library Board’s neutrality regarding all postings.

Revision History

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| 19 April 2017: | Policy Revised to include conditions for posting and revised title from Display Case Policy to Display Case and Posting Policy. |
| 21 June 2018 | Reviewed by Policy Committee and forwarded to Library Board for approval. No changes recommended. |