

**Mukwonago Community Library
Display Case and Posting Policy
Approved: 12 August 2021**

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. In accordance with the American Library Association's "Bill of Rights," the Library provides display spaces open to organizations engaged in educational, cultural, intellectual, or charitable activities, and 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 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 found in Appendix A. 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. If the individual is under the age of eighteen (18), 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 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:

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.

Conditions for Posting

- Posters, notices, and materials for distribution should be submitted to the Library Director or their appointee who will review the materials before posting. The review will include ensuring the materials follow this and all other library policies.
- Posters, notices, and materials may not be posted or removed except by authorized library staff members.
- Material cannot contain offensive language or imagery. Material must be informative in nature and cannot include political or religious advocacy.
- Very large posters (over 11"x17") will not be accepted.
- Priority for posting will be given to local civic, educational, and cultural organizations.
- 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.
- 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:

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.

Adopted by the Board of Trustees of the Mukwonago Community Library on 12 August 2021

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. |
| 12 August 2021 | Included language directly referencing the Library Bill of Rights; created Appendix A; included more specific guidelines for postings. |

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:

Your signature below indicates that you have reviewed, understand, and agree to abide by the Mukwonago Community Library Display Case Policy. You agree to assume responsibility for the display and to insure 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 form 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.

For Library Use:

3Date of Installation: _____

Date of Removal: _____

Approved By: _____ Date of Approval: _____

Comments: _____