

# Library Exhibits, Postings, and Display Cases Policy:

**PURPOSE:** The West Bend Community Memorial Library welcomes the opportunity to permit individuals, community organizations, and groups to use the bulletin boards and display spaces of the library. These spaces are provided for educational and government purposes. These spaces are not to be used as a public forum.

*The lobby of the Library and the Library grounds may be used for the display, posting or exhibit of materials that are directly related to events sponsored by the Library or other organizations affiliated with the Library.*

## **PUBLIC BULLETIN BOARD AND DISPLAY CASE GUIDELINES:**

- Acceptance of handouts and exhibits does not constitute the library's endorsement of the individual's or group's policies or beliefs.
- Fundraisers that benefit the community will be considered acceptable uses for these spaces unless it falls under one of the categories of unacceptable postings listed below.
- Bulletin board items will be removed after event date or one month from posting.
- Items posted may not exceed 8.5 x 11 inches.

*Unacceptable exhibits or postings include (but are not limited to) materials that incite or produce lawless action, are obscene, contain false or misleading information, or are defamatory. In addition, the library will not post the following, which are also considered to be unacceptable exhibits or postings:*

- Postings of political party platforms, endorsements of candidates, or notices advocating the election of any candidate or referendum position.
- Postings advocating a position on a public issue, except for notices of meetings.
- Notices or advertisements to recruit membership in any organization.
- Commercial postings.
- Legal notices for nongovernmental agencies, except for public utilities.
- Personal notices such as rummage sales, lost pets, merchandise or services for sale, rental announcements, etc.
- Religious or political materials which have the primary purpose or effect to proselytize for a single point of view.

Exhibits will be scheduled for *up to* one calendar month beginning with the first working day of the month and ending with the last working day of the month. An acceptance and release form must be signed by exhibitors prior to the display of any materials.

- It is the responsibility of the exhibitor to set up and remove items from the display cases.
- The library is not responsible for loss or damage to any of the materials displayed.
- At the end of the time period, the exhibitor must remove the display within three working days, or the library will dispose of the materials.

The library reserves the right to decide if a particular display or posting is appropriate for the display cases or the bulletin boards. All items are subject to the approval of the library director or a designee of the director. Any applicant may appeal any disapproval or condition of approval under this policy to the Library Board. The decision of the Library Board shall be final.

*Approved by the Library Board of the West Bend Community Memorial Library  
on April 3, 2001*

*Revised November 15, 2022*