

Sauk City Public Library Policy

POLICY: Public Posting and Display
AUTHORIZED BY: Board of Trustees
APPROVED DATE: March 12, 2018
DATE OF LAST REVIEW:

The Sauk City Public Library provides limited, designated space for community flyers, notices, posters, and displays.

The Library assumes no responsibility for the preservation or protection of materials displayed, posted, or placed for distribution. Posting or displaying of materials does not indicate Library endorsement of the ideas, issues, or events promoted by these materials.

Posting and Distribution

Materials for posting or distribution are limited to those promoting cultural, educational, intellectual, non-commercial, or charitable activities.

Because space is limited, materials will be posted or placed for free distribution for 30 days or until the last day of the event.

The following items may not be posted:

- Campaign literature
- For profit endeavors
- Personal notices
- Petitions
- Religious tracts
- Solicitations of monetary donations

All materials must be submitted to library staff for posting. Materials that have not been submitted to library staff before posting may be removed.

Displays

Display areas may be reserved for up to one-month intervals when not required for use by the library.

The Library reserves the right to: determine the appropriateness of exhibit material to the public library setting, refuse display materials due to space constraints, adjust, supplement, or remove display material as necessary.