

Village of Kewaskum Public Library  
Exhibits and Display Policy

Kewaskum Public Library offers a limited amount of display space in the library for announcements and notices of local community interest. Only materials from non-profit organizations engaged in educational, cultural, intellectual, or charitable activities in the community may be displayed.

- All notices, flyers and posters must be approved, posted, and removed from the bulletin board and brochure rack by library staff. These items may be left at the circulation desk for review, and if approved, will be posted within 72 hours.
- Staff will remove items posted that have not been approved.
- Announcements for upcoming events may be posted no earlier than 30 prior to the start of the event. Items will be posted or made available on an equitable basis, subject to available space. Library staff will discard the announcement after the event.
- Announcements with no specific date may be posted for approximately 30 days, which may be extended if space allows.
- Religious and political materials are permissible for informational purposes of special events.
- Notices must be professionally printed or neatly hand printed and no larger than 11 by 17 inches.
- The following are examples of notices that are unacceptable for posting:
  - Items devoted solely to the sale, advertising, solicitation or promotion of products or services by for-profit entities or individuals.
  - Personal notices such as childcare, tutoring, lost pets, rentals, etc.
  - Requests for contributions to specific organizations or causes.
  - Materials that promote specific political candidates or take a specific stand on public issues.
  - Organizational membership applications.

The posting of a notice or literature on the public bulletin board or brochure rack does not imply endorsement by the Kewaskum Public Library, Library staff or Library Board of Trustees.