

<p style="text-align: center;"><b>Town Hall Library Policy Manual</b></p>	<p style="text-align: center;"><b>Bulletin Boards, Artwork, and Display Cases Policy</b></p>	<p><b>Issued: 2000</b>  <b>Revised: November 2011</b>  <b>Revised: May 2015</b>  <b>Reviewed: February 2021</b>  <b>Revised: March 2024</b></p>
---	--	---

The Library Board adopts the following policy regarding the bulletin boards, display cases and art displays within the library, authorizing the Library Director or their designee to implement and supervise the Policy.

In this Policy, the term “Library Director” includes the Director’s designee.

**1. Public-Area Bulletin Boards, Artwork, and Display Cases Purpose**

- a. The purpose of bulletin boards, artwork displays, and display cases in the library’s public areas is to further the library’s mission in the community and provide information on cultural, educational, recreational, civic events or topics in accordance with this Policy.

**2. Regulations for Public-Area Bulletin Boards**

- a. Due to space limitations, priority is given to informational material from, in this order: the Library, Town of Merton, Waukesha County, State of Wisconsin, and federal government meetings, programs, and services.
- b. For any other informational material, the library may post or display material if it complies with the following regulations:
  - I. The content is non-partisan and from a non-profit organization.
  - II. The content is of an informational, educational, cultural, recreational, or philanthropic nature and related to the local community.
  - III. The content does not include any commercial displays, sales, or promotions of products and services.
  - IV. The content is not for a private party or event, fundraiser, volunteer sign-up, or petition.
  - V. Sufficient space exists for the material.
- c. **For all postings:**
  - I. The content must clearly include the sponsoring organization’s name.
  - II. The content must be one sheet of paper and must not exceed 8.5x11 inches in size.

- III. Material must be submitted to the Library Director for approval. The Library Director will determine whether the submission meets the criteria of this policy within five business days of submission.
- IV. Material becomes the library's property upon submission. The Library Director has discretion as to whether to post the material and may consider the space available, compliance with this policy, whether the material contains specific information on an event (ex. time, place, and date), and the material's legibility.
- V. Without notice, the Library Director may remove any material after one month of posting, when the information on the material is no longer current, or upon request of the organization that submitted the posting.
- VI. The Library Director may remove any material at any time without notice if material posted without approval or if space needed for priority material.
- VII. Approving and posting submissions does not indicate the library's endorsement of the material or content.
  - a. Bulletin board in the front entrance lobby is for Library information only, and any items posted here, will be removed and discarded without notice.
  - b. Only authorized library staff, not patrons, may post approved material on any public-area bulletin board.

#### **Regulations for Public-Area Display Cases**

- a. Anyone who wishes to use the public display cases must apply to the Library Director.
- b. The library may approve material for public display cases if it complies with the following regulations:
  - I. The material is non-partisan.
  - II. The material is of an educational, cultural, recreational, or philanthropic nature and related to the local community.
  - III. The material does not contain any commercial displays, sales, or promotions of products and services.
- c. The Library Director has discretion as to whether, when, and how long to display the material, and may consider the space available and compliance with this policy in making this decision.
- d. If the Library Director denies permission to display material because it violates this policy, they shall notify the patron, in writing, of their decision within 30 days.
- e. If approved for use of a display case, the patron must set up and take down the material on display.

#### **Regulations for Public Area Art Displays**

The goal of the exhibition space located in the Town Hall Library is to provide a showcase for local artists to display their works and to create a pleasant environment for patrons and staff. Shows change regularly.

**The criteria by which exhibits approved include:**

- Content that complements the mission and service philosophy of the library
- Subject, technique, and style suitable for the intended audience
- Artistic expression
- Historical or regional relevance
- Relationship to other events or exhibits in the community or the library
- Ability to display in designated areas and space allowances; and
- Significance of the contributor

Displays intended to further a political agenda not permitted. The opportunity to exhibit work at the Town Hall Library is open to any artist living in Wisconsin. Preference given first to Waukesha County residents, and particularly those who live in the Town of Merton. Artists interested in having their work displayed should visit the library to determine if their work is a good match for the space available.

For more information, contact the **Adult Services Librarian**.