

Display and Distribution of Community Information Policy

Purpose Statement

The purpose of this policy is to provide information and guidelines on how the community can display and distribute community information at Jefferson Public Library.

The Library Board conforms to the American Library Association's "Bill of Rights", which states:

- "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. (Article I)
- "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval." (Article II)

Display and Distribution of Community Information Service

The Library's community display and distribution spaces are tools used by the Library to support its mission of providing opportunities for those seeking knowledge, gathering information, and pursuing relative use of leisure time.

The Library welcomes assistance from community organizations and individuals in furthering this mission by providing public spaces to those engaged in educational, cultural, intellectual, or charitable activities.

Conditions for Use / General Guidelines

- Priority for displays will be given to local civic, educational, and cultural organizations.
- Materials which will not be approved for display include personal requests, commercial advertisements of products or services, petitions, public notices, campaign literature, religious proselytizing, sedition, employment, and any material deemed discriminatory.
- All materials for display or distribution must be submitted for approval by the Director or designee.
- Approval of a display or distribution of materials does not indicate endorsement of any cause or activity.
- Any material found that has not been approved by library staff will be removed and discarded. The Library will not be held responsible for returning materials to the donors.

- The Library reserves the right to limit or prohibit at any time the display or distribution of materials which represent a threat to the health or safety of library users, or the orderly use of the Library.
- Materials cannot contain offensive language or imagery.
- Displays related to lifeforms at risk (i.e. lost pet) will be allowed.
- Priority will be given to items that are 11"x17" or smaller. Larger items will be displayed as space allows.
- Materials that are more than three (3) months old will be removed.
- The Library Director will make all final determinations concerning the suitability of public displays.

References:

"Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed October 23, 2023)
 Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

Jefferson Public Library Board
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