



## POLICIES AND PROCEDURES MANUAL

SUBJECT	DEPARTMENT		DEPARTMENT IDENTIFICATION	
	SECTION	PAGES	EFFECTIVE DATE	REVISION DATE
POSTING/FREE LITERATURE RACKS POLICY	B-3		2/26/02	

### 1.0 PURPOSE:

To describe the policies of the West Allis Public Library governing postings and free literature.

### 2.0 ORGANIZATIONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions, and the general public.

### 3.0 POLICY:

The purpose of the West Allis Public Library is to provide the members of its community with access to materials and services which can improve their minds, broaden their lives, and fulfill their cultural, civic, intellectual, educational and recreational needs. The Library will cooperate, whenever possible, with other libraries and agencies to improve services to the community. It is the policy of the West Allis Public Library to provide a limited area for posting of notices and announcements of public interest, as well as providing a limited amount of rack space for distribution of free materials from the library and other agencies.

### 4.0 REFERENCES:

Wisconsin Statutes, Chapter 43.  
West Allis Public Library Board approval (revised 2/26/02).

### 5.0 PROCEDURES - PRIORITIES FOR POSTING AND DISTRIBUTION:

- 5.1 The Library will assume the primary function of providing space for posting and distribution for library sponsored and library related activities (Friends of the Library, etc.).
- 5.2 The Library is an official designated posting agency for City business. Notices and Agendas of various City agencies must be posted in a timely fashion. Distribution for quantities of City produced materials will be high priority. One copy of open municipal job opportunities will be posted in the City area.

- 5.3 The Library maintains close cooperation with other educational institutions in the area and will attempt to post and distribute, when possible, information on school educational events and opportunities locally and within the metropolitan area.
- 5.4 The Library is a valuable distribution point for information that other governmental agencies and departments (county, state, federal) wish to disseminate widely and will cooperate, to the extent possible with space and staff, in such efforts.
- 5.5 The Library provides cooperation, when possible, with organizations, local and area, for posting information on programs of educational and cultural interest. If space is limited, priority will be given to local organizations.
- 5.6 Literature under Items 5.1 - 5.4 will be placed in quantities in the racks designed to fit requests, when available, from the supplying agency. Items under 5.5 will be placed up to 50--more only if space permits.
- 5.7 Posters use up available space quickly and the Library recommends that they be no larger than 12" x 18". While posters will be accepted under 5.5, the Library cannot assure how long one will be posted or that a poster will be up at the time of the event.
- 5.8 The Library reserves the right to maintain its own posting area and literature racks and to determine how and where things are placed on them. Material being submitted for either can be turned in at the Circulation Desk. A decision may be (a) made at the time if the Circulation Services Supervisor is available; (b) made later by the Circulation Services Supervisor or the Library Director; or (c) requested of the Library Board. Decisions on whether material falls under the guidelines may be appealed to the Library Board. All postings will be dated so that removal can be orderly. Library staff cannot be responsible for posters or postings that have been used, so materials that one desires to keep should not be submitted.
- 5.9 Literature or posters placed in the racks or on the walls that do not fit the guidelines will be removed and destroyed.
- 5.10 Questions regarding the legality of an organization or the literature proposed to be distributed will be directed to the City Attorney's Office.

February 26, 2002  
West Allis Public Library  
Staff Manual

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