

# Wauwatosa Public Library Posting and Distribution Policy

The Library maintains space for non-profit organizations engaged in educational, recreational, cultural, intellectual, or charitable activities to post or distribute information about their organization, services, or events. The Library also maintains space for government agencies serving Wauwatosa residents to post information and official notices. Preference will be given to local events and announcements. Approval of materials does not indicate endorsement by the Library.

All materials must be submitted to designated Library staff members for approval. The Library reserves the right to determine the timing and placement of materials as space and demand permits. Library staff may remove material after 30 days. Any material left without approval will be removed and discarded.

Materials should be of reasonable size for the space available. The appearance and content of materials must be suitable for the Library's general public service area. Materials that will not be approved include personal requests, commercial advertisements of products or services, campaign literature, and any materials deemed discriminatory. Decisions may be appealed to the Library Board.

Distribution of materials by individuals directly to patrons and solicitation and/or petitioning of any kind is prohibited in the Library.