

EXHIBITS, POSTING AND SOLICITATION POLICY

INTRODUCTION

The Greendale Public Library will allow displays, exhibits, posters and other types of notices to be placed in the library when they conform to the library's function as an outlet for informational, educational, and recreational material, and when they conform to the restrictions below.

EXHIBITS

Exhibits are planned to further the library's informational educational, and recreations function. Exhibits are chosen on the following basis:

- Quality of work
- General or local interest
- Suitability of scheduling
- Appropriateness to the library's function

Exhibitors must provide an inventory of all items they are displaying and sign a hold harmless statement waiving all claims of legal liability against the Village of Greendale, the Library Board, and the library and its employees for their property. Exhibits will not be allowed from exhibitors whose purpose is to solicit consideration of a product or service. Artisans are welcome to display, but only for the informational, educational, and recreational aspect of their craft. Exhibits must also be non-sectarian and non-partisan. The authority to approve exhibits shall be given to the Library Director.

POSTERS AND NOTICES

Posters and notices announcing cultural, educational, recreational and civic events both free and those with admittance charges may be posted. Posters relating to commercial ventures (with the exception of some cultural commercial ventures), fund solicitations, and political campaign activities are prohibited. No organization or individual shall be permitted to place in the library a receptacle which solicits donations nor shall any poster be permitted which advocates or solicits consideration of any product or item sold by a commercial enterprise. Priority in posting shall be given in the following order:

- Greendale organizations and activities
- Organizations or activities in the southwest corner of Milwaukee County
- Organizations or activities that have county-wide or larger target audiences

The authority to approve posters and notices for display shall be given to the Librarian-in-Charge. All posters and displays must be presented to the Librarian-in-Charge for approval before posting, and must be displayed in the designated areas for such displays. The library will not allow items to be displayed or posted on its windows, doors, or countertops with the exception of its own materials.

SOLICITATIONS

The Board does not permit solicitations within the Library other than for its own activities and the activities of the Greendale Public Library Foundation, Inc. Solicitation by other Village of Greendale Departments and the Greendale Park and Recreation Department will be allowed with the understanding the Library will not be responsible for the solicitation collections or for

the collection of any revenue. Approval or disapproval of solicitations based on physical space and logistics will be at the discretion of the Library Director.

COMMUNITY CALENDAR

The purpose of the Community Calendar is to support and extend the services of the Greendale Public Library by providing Greendale community event information gathered by the Library staff to the public via the Internet.

The Library Director will determine what content will be provided on the Community Calendar. The Library Director reserves the right to approve, deny or revoke content on the Community Calendar based on non-compatibility with this policy. The Library Board will review any appeals made regarding decisions made by the Library Director.

The Library Director will approve content for the Community Calendar based on the following:

- Greendale residents, organization or business
- Greendale location
- Greendale related but physically outside the Village

Adopted 01/12/05

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