



# Policy on Public Displays

Adopted April 1997 Amended April 2025

The primary functions of the library display spaces are to provide information about and foster effective use of the library's own materials, programs and services.

After the Library's needs have been met, public notices may be posted.

## Guidelines

Priority is given to the School District of Monroe, to other tax-supported agencies, and to non-profit community organizations.

Display items must be of a reasonable size in relation to the space available and the appearance and content must be suitable for display in the library.

All requests for posting or display should be dropped off at the library's 1st floor circulation desk. Postings 8.5"x11" in size are preferred. The material will be forwarded to the appropriate staff member for review/approval and posting. The Library Director shall make the final call if the acceptability of a posting is in doubt. Immediate display is not possible. Items are posted on a first come, first served basis.

Takeaway brochures must be approved by the appropriate area coordinator.

The following will not be posted or displayed:

- Material of a political nature, including party and candidate information
- Material advocating a position on a public issue
- Material advertising the products, services, events, or activities of profit-making individuals or organizations, except those publicizing non-profit cultural, recreational, or educational activities
- Personal messages or views
- Items promoting events to be held outside of Green County
- Undated items intended to be displayed permanently for ongoing services — such items will only be displayed for a month at a time
- Promotional lobby signs for non-library events in the meeting rooms, unless approved by the administrative team on a case-by-case basis
- Table tents, other than those for library or District events
- Two-sided materials
- If the material is presented in multiple languages, only one will be posted, unless space permits the posting of others.