

Programs, Displays & Brochures

Effective September 26, 1994

Revised September 28, 1999

The Manitowoc Public Library offers library initiated information in the form of programs, displays, and brochures. This policy reflects the Library's philosophy regarding free and open access to information and ideas. A person's right to attend a program, view a display, or have access to a brochure, will not be denied or abridged because of origin, age, sex, background, views, sexual orientation, disability, or ability to pay. Patrons may be prevented from attending a program or Library event if attendance exceeds the rated capacity of the Meeting Room or other available programming space.

Programs and Displays

Programming is offered as a library resource that provides information, education, and recreation to library users. It may utilize library staff, books, library and community resources, resource people, displays, and media presentations. In addition to library initiated programming and displays, the Library may choose to co-sponsor programs and displays with the Friends of the Library, the Manitowoc Public Library Foundation and such other groups as may develop over time, and with other agencies, organizations, and educational institutions.

Selection of topics for programming and displays is made by library staff on the basis of interest and needs of library users and the community. The Library shall determine the content of any displays placed anywhere in the building or on the grounds, excluding short-term displays placed in the Library's public meeting rooms by outside groups. Library programs and displays shall not exclude topics, materials, speakers, media, and other resources because these might be controversial. Topics shall be viewpoint neutral; that is, more than one view will be presented, whenever practicable.

The Library also provides space for programs, and for short-term displays that are part of programs held in the Library's meeting rooms, which are not library initiated or co-sponsored. Use of the Library's public meeting rooms is covered under the policy entitled "Meeting Room Use."

Brochures, Gift Magazines, Posters, etc.

In addition to distributing brochures produced or intentionally secured by the Library, the Library provides space, subject to availability, for distribution of brochures, magazines, and similar materials which are donated to the Library but not added to the collection. Subject to availability, space is also provided in the Library for posters advertising events sponsored by non-profit organizations.

Space for these items is provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation; nor shall they be proscribed or removed because of partisan or doctrinal disapproval. Although space is provided, no endorsement of the viewpoints expressed in these or other materials found in the Library is implied. Brochures and other printed materials produced strictly for the purpose of selling merchandise, or for merchandising for-profit services, shall not be accepted.

All brochures, posters, and similar materials shall be submitted to the Library's Public Relations office for approval, subject to the guidelines outlined in this policy. The Library shall place approved items in the appropriate location as determined by the Library. Brochures, posters, and similar materials provided to the Library will be placed in these designated areas only. Items submitted to the Library will not be returned after display. Magazines, gift subscriptions to magazines, and books shall be submitted to the Information & Adult Services Department Head for approval. The Information & Adult Services Department Head shall determine the disposition of these materials subject to the guidelines outlined in this policy or the Materials Selections Policy as appropriate.

Because of space concerns, the following limits are placed on these materials:

1. Brochures

Size of brochures to be distributed: standard size, must fit in rack or space provided, under 25 pages in length is preferred

Maximum number of copies in rack: 10

Length of time materials may remain on display: one (1) month frequency materials may be displayed by the same group or individual monthly

2. Magazines

Size of magazines to be displayed: must fit in rack or space provided, folded to 11" x 14" or smaller, under 75 pages in length is preferred.

Length of time materials may remain on display: until replaced by next issue, or not more than one (1) month

3. Posters

Size of posters to be displayed: size that can be conveniently displayed on the kiosk or other area normally used by the Library for this purpose.

Length of time posters may remain on display: until date of event or deadline, or not more than 1 month

Frequency posters may be displayed by the same group or individual: monthly

Geographic area from which posters will be accepted: Northeast Wisconsin, including Milwaukee, Fond du Lac, Appleton, Green Bay, Marinette

This policy supersedes the "Meeting Room Policy," adopted May 26, 1987, and the "Library Programs and Displays" policy, adopted February 26, 1990.