



policy

Name: Posting and Distribution Policy

Approved: September 27, 2021 by Franklin Public Library Board of Trustees

Policy:

Franklin Public Library (FPL) provides public display space for access to the educational, informational, civic, and cultural resources of the Franklin community.

Preference for posting shall be given to materials from sponsoring agencies in the following order:

1. Franklin Public Library
2. Franklin Public Library Foundation
3. City of Franklin
4. Franklin area schools: including, but not limited to, Franklin School District, Oak Creek--Franklin Joint School District, and Whitnall School District
5. Milwaukee County
6. State of Wisconsin
7. Franklin-area community not-for-profit organizations and activities
8. Community newsletters, magazines, newspapers, and other publications distributed free of charge (with or without advertising) containing information of local interest

The Library Director reserves the right to limit the size, number of copies, and duration of posting.

All items must clearly identify the sponsoring organization(s).

Posters, brochures, or other material advertising for-profit products or services will not be accepted.

Any material left without approval will be removed and discarded.

Employment notices will not be accepted with the exception of City of Franklin employment notices.

The posting of any exterior signage must be approved by the Library Director. If approved, signage must be removed by the sponsor promptly after the event.

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

The Library Director may consult with the City regarding current laws in regards to content of signs.

Posting of information does not imply endorsement by Franklin Public Library, its Board of Trustees, or FPL staff.

Procedure:

All brochures, posters, magazines, signs, and similar materials must be submitted to the Library Director or his or her designee for approval. Literature with no specific dates may be posted for approximately 30 days, and may be extended or removed for space considerations. Items submitted to the Library for display will not be returned.