

Bulletin Boards, Artwork, and Display Cases Policy

The Library Board adopts the following policy regarding the bulletin boards, display cases and art displays within the Library, authorizing the Library Director or their designee to implement and supervise the Policy. In this Policy, the term “Library Director” includes the Director’s designee.

1. Public-Area Bulletin Boards, Artwork, and Display Cases Purpose

- a. The purpose of bulletin boards, artwork displays, and display cases in the Library’s public areas is to further the Library's mission in the community and provide information on cultural, educational, recreational, or civic events or topics in accordance with this Policy.

2. Regulations for Public-Area Bulletin Boards

- a. Due to space limitations, priority is given to informational material from, in this order: the Library, City of Brookfield, Waukesha County, State of Wisconsin, and federal government meetings, programs, and services.
- b. For any other informational material, the Library may post or display material if it complies with the following regulations:
 - i. The content is non-partisan and from a non-profit organization.
 - ii. The content is of an informational, educational, cultural, recreational, or philanthropic nature and is related to the local community.
 - iii. The content does not include any commercial displays, sales, or promotions of products and services.
 - iv. The content is not for a private party or event, fundraiser, volunteer sign-up, or petition.
 - v. Sufficient space exists for the material.
- c. For all postings:
 - i. The content must clearly include the sponsoring organization’s name.
 - ii. The content must be one sheet of paper and must not exceed 11 x 17 inches in size.
 - iii. Material must be submitted to the Library Director for approval. The Library Director will determine whether the submission meets the criteria of this policy within 5 business days of submission.
 - iv. Material becomes the Library’s property upon submission.

- v. The Library Director has discretion as to whether to post the material and may consider the space available, compliance with this policy, whether the material contains specific information on an event (ex. time, place, and date), and the material's legibility.
- vi. Without notice, the Library Director may remove any material after one month of posting, when the information on the material is no longer current, or upon request of the organization that submitted the posting.
- vii. The Library Director may remove any material at any time without notice if material is posted without approval or if space is needed for priority material.
- viii. Approving and posting submissions does not indicate the Library's endorsement of the material or content.
- d. Bulletin boards in the lobby are for Library information only, and any items posted there will be removed and discarded without notice.
- e. Only authorized library staff, not patrons, may post approved material on any public-area bulletin board.

3. Regulations for Public-Area Display Cases

- a. Anyone who wishes to use the public display cases must submit an application to the Library Director.
- b. The Library may approve material for public display cases if it complies with the following regulations:
 - i. The material is non-partisan.
 - ii. The material is of an educational, cultural, recreational, or philanthropic nature and is related to the local community.
 - iii. The material does not contain any commercial displays, sales, or promotions of products and services.
- c. The Library Director has discretion as to whether, when, and how long to display the material, and may consider the space available and compliance with this policy in making this decision.
- d. If the Library Director denies permission to display material because it violates this policy, they shall notify the patron, in writing, of their decision within 30 days.
- e. If approved for use of a display case, the patron must set up and take down the material on display.

4. Regulations for Lobby Table

- a. The table in the lobby is limited to information about programs, services, and initiatives related to the Brookfield community and is subject to the requirements of Section 2 above.

5. Regulations for Public-Area Art Displays

- a. The artist or representative who wishes to display art must complete the Public Display/Artwork application and waiver.
- b. The Library may approve artwork for display in the Library's periodicals area if it complies with the following regulations:
 - i. The artwork is non-partisan.
 - ii. The artwork does not portray purely commercial, sales, or promotional themes.
 - iii. The artwork is produced locally.
 - iv. The artwork is ready to hang, is framed and/or matted, and can be hung quickly and easily.
- c. The Library Director has discretion as to whether, when, and how long to display the artwork and may consider the space available and compliance with this policy in making this decision.
- d. If the Library Director denies permission to display artwork, they shall notify the patron, in writing, of their decision within 30 days.
- e. If approved to display artwork, the artist or representative must set up and take down the artwork.

6. Denial of Request and Appeal of Library Director Decision for Public-Area Artwork and Display Cases

- a. The Library Board elects not to be governed by Chapter 68, Wisconsin Statutes, in whole for an appeal under this policy and establishes the following appeal process for appeals of decisions rendered under Sections 3 and 5 of this policy.
- b. Only applicants may appeal the Library Director's decision.
- c. The applicant's appeal of the Director's decision regarding Sections 3 and 5 of this policy must be in writing, must state why the denied applicant believes the submitted material complies with this policy, and must be filed with the Brookfield Public Library Board within 30 days of the date the decision was mailed or personally delivered to the applicant.
- d. The Library Board shall schedule a hearing for the appeal at a meeting within 60 days of the date of filing. The Board may schedule a date beyond the 60-day period if the Director and appellant agree to an extension, a lack of quorum exists, or a state of emergency or public health emergency exists.

- e. At the hearing, the appellant shall present their position and any evidence in support of their position first. At the conclusion of the appellant's presentation, the Library Director shall present their position and any evidence in support of their position. Each presentation shall be limited to 20 minutes, unless a majority of the Board finds that additional time is necessary for a fair and complete presentation. Upon conclusion of the presentations, the Board shall deliberate and come to a decision.
- f. The Board shall issue a written decision within 30 days. Such a decision shall constitute a final determination. The Director or appellant may seek review of a final determination by certiorari within 30 days of the date the final determination was mailed or personally delivered to them.

7. Regulations for Non-Public Staff Area Bulletin Boards

- a. Library administration manages several bulletin boards throughout non-public staff areas that are designed to meet legal requirements for posting human resources information. In addition, library administration ensures that work schedules, calendars, memos, information on City initiatives, and announcements, etc. are posted in a timely manner to enhance communication with library staff. Unless authorized by the Library Director, staff members shall not remove items from or post any items on non-public staff area bulletin boards.

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