



South Milwaukee Library

1907 10th Avenue
South Milwaukee, WI 53172
P (414)768-8195
W smlibrary.org

Posting and Distribution Policy

Approved by the Library Board of Trustees, 8/24/2023

The Library maintains space for non-profit organizations engaged in educational, recreational, cultural, intellectual, or charitable activities to post or distribute information about their organization, services, or events. The Library also maintains space for government agencies that service South Milwaukee residents to post information and official notices. Preference will be given to local events and announcements. Approval of materials does not indicate endorsement by the Library.

All materials must be submitted to designated Library staff members for approval. Library staff has complete and sole discretion to approve the material or not. Materials that will not be approved include, but are not limited to, personal requests, commercial advertisements of products or services, political campaign literature and related materials, and any materials deemed discriminatory. Decisions may be appealed to the Library Board. The Library reserves the right to determine the timing and placement of materials as space and demand permits. Library staff may remove material after 30 days, or earlier, at its discretion. Any material left without approval will be removed and discarded.

Materials should be of reasonable size for the space available. The appearance and content of materials must be suitable for the Library's general public service area.

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

The Library reserves the right to suspend or terminate public access to the posting space for the public.

Content expressed on the posting space does not necessarily reflect the opinions of the South Milwaukee Public Library or its trustees or employees.