

Germantown Community Library Display, Exhibit, and Posting Policy

The Germantown Community Library has multiple areas for public displays of information and local events. Posted material does not necessarily represent the view or imply the endorsement of the library trustees, administration, or staff.

LOBBY BULLETIN BOARD & BROCHURE KIOSK

1. Posting of public material is limited to the lobby bulletin board and lobby community brochure kiosk.
2. Anyone wishing to post material on the library bulletin boards or on the brochure kiosk may submit their items to the Circulation Desk for staff posting. Approval will be given within 48 hours. Organizations will not be notified of approval.
3. Postings and handouts should be no larger than 8 ½ x 11.
4. Posting or placing of materials is limited to the available space on the bulletin board or in the brochure kiosk. Posting on the bulletin board shall not extend beyond the edges of the board, nor overlap another posting.
5. Because of space limitations, priority will be given to materials that originate from the library, the Monarch Library System, the Friends of the Germantown Community Library, local community non-profit organizations (e.g., Kiwanis, Historical Society, etc.), public educational institutions, government agencies, and similar community-focused organizations which announce upcoming events within 30 days, provide information on community resources, or provide educational information to broad sections of the community.
6. The Library Director or their designee will determine, based on available space, how long an item will be posted.
7. Postings that will not be displayed include:
 - Postings that are purely commercial in nature including posts advertising goods or services, “for sale/lease” posts and “wanted” posts.
 - Postings which are pornographic in nature.
 - Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.
 - Postings that promote drugs, alcoholic beverages or tobacco products.
 - Postings that are purely personal in nature including messages related to birthdays, anniversaries, school reunions, and retirements.

DIGITAL MESSAGE BOARD

1. There is a Digital Message Board located on the Village Hall and Library grounds. Request for messages should be made through the Germantown Village Hall and are approved by the Village of Germantown Support Services Manager according to the Village of Germantown Digital Message Board Policy.

GUIDELINES FOR EXHIBITS & DISPLAYS ON LIBRARY GROUNDS

1. Space inside the library and on library grounds may be used for the displays, postings, or exhibit of materials and programs that are sponsored by the library only. Postings found will be removed and discarded.
2. Exceptions may be made for municipal government and school districts located in the library service area as well as community events that the library is participating in.
3. The library welcomes suggestions for library displays of material and exhibits and may partner with organizations to develop content.

The library assumes no responsibility for the preservation, protection, or possible damage or theft for any item displayed or exhibited. Postings will become property of the library and will not be returned.

ADOPTED: 6/26/02

REVISED and APPROVED: 9/24/19; 7/28/21; 9/28/22