

Public Posting and Distribution Policy

I. Purpose

- A. The Milwaukee Public Library (MPL) offers limited space in our buildings to share information and connect residents with non-profit, charitable, or community-focused opportunities. Any material displayed does not imply endorsement of the organization, event, or viewpoint.

II. Posting Guidelines

- A. All materials must be submitted to Library staff for approval and posting. Materials posted without approval will be removed.
- B. MPL prioritizes posting the following:
 - 1. City and public agency information
 - 2. Non-profit community events and services
 - 3. Educational, cultural, civic, recreational, or charitable events open to the public
 - 4. Free services and resource information
 - 5. Neighborhood-specific information
- C. MPL **does not** accept the following items, even when arising from a non-profit community organization:
 - 1. Commercial events, advertising, coupons, or product/service promotions
 - 2. Personal ads, job postings or rental listings
 - 3. Campaign literature or petitions for or against a political candidate or ballot issue
 - 4. Religious tracts
 - 5. Donation boxes or receptacles (except City/MPL-sponsored drives)
- D. MPL may also decline materials that are discriminatory, in poor condition, or not aligned with our mission. Election materials must be non-partisan.
- E. Space is limited. Items not related to a specific dated event will be removed after three weeks to keep this service available to many groups. Materials larger than 8 1/2" x 11" will be posted only if space is available. MPL assumes no responsibility for the preservation or protection of materials posted or submitted for posting.

III. Distribution Guidelines

- A. Neighborhood-specific materials should be taken to the branch where posting is requested.
- B. For multiple/all library locations or election-related materials, refer to the Public Posting and Distribution Procedure for Non-Employees (ADM-PR.077) located on the MPL website: https://mpl.org/about/library_policies.php.

IV. Active Distribution of Literature or Obtaining Signatures for Petitions

- A. Literature, surveys, or petitions are not to be distributed to people inside library facilities or on its grounds, but only on public sidewalks outside the library entrance.
- B. Persons distributing literature or obtaining signatures for petitions must not interfere with due orderly entry to or departure from library buildings.