

TITLE: Public Posting and Exhibits  
POLICY NUMBER: 240  
EFFECTIVE DATE: 07/18/2018  
REVIEW DATE: July 2020  
SUPERSEDES POLICY NUMBER: none

1. Purpose: The Waukegan Public Library has limited bulletin board space and display space to post and display both library and community promotional items. The following guidelines apply to the posting of public materials.
2. Definition: The Waukegan Public Library will display materials which have an educational, cultural, or civic interest inside of the library. Materials can be posted by organizations engaged in educational, cultural, intellectual, or charitable activities. Community newspapers produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the community are allowed subject to space availability. The library reserves the right to remove materials, without notifying the originator if the materials do not meet these guidelines, become outdated, or are taking space needed for library promotional items.
3. Artwork and Exhibits: Exhibit areas are located on the main floor and in the lower level corridor of the Library. All art or exhibits must be approved by the Executive Director or their designee.
  - a. Artwork – pieces of art provided for display by a community member or community organization.
  - b. Exhibits – a collection of information, artwork, or other display of common theme provided by a community member or community organization.
4. Criteria for postings:
  - a. Any items for posting must be approved by the Executive Director or their designee.
  - b. Items will be displayed for a maximum of three weeks.
  - c. Due to space limitations, priority will be given to -
    - i. Governmental publications (State, County, City, Township, districts or departments)
    - ii. Non-profit and cultural publications
    - iii. Free and open community events
  - d. The Library assumes no responsibility for loss or damage to artwork or exhibits.
5. Limitations: Personal ads, sales ads, or political propaganda will not be posted.
6. Citations and Related References: None.
7. Enactment: By the enactment of this policy, the Board of Trustees of the Waukegan Public Library concurrently rescinds any prior policy or procedure within the Library that is either in conflict with or expansive of the matters addressed in this policy.

Adopted by the Waukegan Public Library Board of Trustees, July 18, 2018.

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President, Waukegan Public Library Board of Trustees

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Date