



KENOSHA PUBLIC LIBRARY

PUBLIC USE OF LIBRARY MEETING ROOMS, BULLETIN BOARDS, EXHIBITS AND DISPLAYS POLICY

The Board of Trustees of the Kenosha Public Library adopts and makes public the following written policies.

LIBRARY MEETING ROOMS

In keeping with its mission to enrich Kenosha through a better understanding of the community and positively contribute to the community's cultural life, Kenosha Public Library permits members of the public to use library meeting rooms, in accordance with federal and state laws and this policy, when those rooms are not in use for library purposes, library-sponsored activities, Kenosha Public Library Foundation activities, and Friends of the Kenosha Public Library activities.

The Kenosha Public Library makes library meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of groups or individuals requesting their use. Permission to use KPL meeting rooms shall not serve as an endorsement or sponsorship of any group, individual, organization or event.

This policy applies to the use of any library facilities including, but not limited to, meeting rooms, study rooms, bulletin boards, display cases or racks, and outdoor areas.

The following guidelines shall apply:

- Library facilities are open to individuals, nonprofits and for-profit organizations.
- Library facilities and spaces may be used for non-commercial purposes only. No direct solicitation of goods or services, sale of merchandise, order placement, or demonstrations or showcasing of products to the public are permitted in meeting rooms or elsewhere on library property. Any presentation intended for the public must meet the terms of this policy.
- Fundraising activities by nonprofit organizations other than those directly benefiting the library are not permitted in library buildings or on library grounds.
- All meetings and functions in library spaces shall be open to all members of the public, and no admission charge may be imposed or donations solicited.
- Meeting rooms are not available for social events such as birthday parties, graduation parties, or bridal/ baby showers.
- Any use or activity that is in violation of local, state, or federal law is prohibited in library buildings or on library grounds.

The Library Director shall establish:

- A list of facilities appropriate for public use and the times that each facility shall be available.
- Rules of use that shall apply equally to all users to ensure protection of public safety and Library property.
- Procedures for facility use that shall impose reasonable time, place and manner limits. The procedures shall be designed to encourage use of facilities by multiple diverse users and shall not discriminate on the basis of the identity of the user or the content of the user's speech.

Non-commercial Use

For-profit organizations are welcome to use library meeting spaces with the understanding that all meetings in public rooms are open to the public. At the request of library staff, for-profit organizations may present programs to the public on general topics, however, selling, offering products or services for sale and solicitation for future delivery or performance of any product or service are not permitted in library meeting rooms. No personal information may be collected from public program attendees.

Open to the Public

Every meeting, including the meetings of neighborhood groups (e.g., a homeowners' association), youth groups, and religious, school, or political study groups, must be open to all members of the public, not just targeted invitees. A group that does not want its meeting to be open to all is not a suitable user for a library facility.

COMMUNITY POSTINGS ON BULLETIN BOARDS AT LIBRARIES

Library bulletin boards primarily inform the community about library services and resources. Since the Library also communicates information of community wide interest, notices from non-profit organizations, educational institutions, public utilities, and governmental agencies may be posted. The Library Director is responsible for developing rules and procedures for postings.

GIVE AWAY MATERIALS AT LIBRARIES

The Library accepts materials for public distribution having a public information purpose from non-profit organizations, educational institutions, public utilities, and governmental agencies. The Library Director is responsible for developing rules and procedures for deposits and retention.

PUBLIC EXHIBITS & DISPLAYS AT LIBRARIES

It is part of the library's function to provide access to intellectual, educational, informational, and cultural resources of the community. Exhibits and displays which serve that purpose from individuals, groups, non-profit organizations, educational institutions, public utilities, and governmental agencies are permitted subject to guidelines and space availability. The Library Director is responsible for developing rules and procedures for exhibits and displays.