



Guidelines for Kenosha Public Library Flyer and Poster Distribution

Flyer and Poster Distribution Service

The Kenosha Public Library provides limited space in libraries for the free distribution of information from organizations engaged in educational, cultural, intellectual, or charitable activities. Kenosha Public Library also includes bulletin board space in public libraries to post materials announcing events happening in Kenosha County.

Organizations may send flyers, brochures, or posters to each library. They may use the Flyer Distribution Service in the Southwest Library, which delivers community information to public libraries in the City of Kenosha twice weekly.

Staff members at each library will post and display materials, with a two-week posting timeframe as space allows. Members of the public may not post or display materials in libraries. Posting or distribution of any item does not constitute library endorsement.

Guidelines for Materials for Posting or Distributing:

- Due to space limitations, information about library events, events in the immediate service area of the library, events in the City of Kenosha and Kenosha County, and events outside the county will be given priority in that order.
- The library does not post or distribute information regarding commercial activities (monetary solicitation, except for the library, City-sponsored fundraising, or Kenosha Unified School District programs; items involving the sale, advertising, or promotion of products or services); fundraising, illegal or obscene activities; personal or family activities; employment, military, candidate campaign information, or research recruitment materials.
- Materials submitted for posting must include the date of the event. Postings without an assigned date, such as the advertisement of a service or resource must
- Due to limited bulletin board space for posting, priority will be given to items ranging in size from 8.5 x 11 inches to 11 x 17 inches. More oversized items will be posted as space allows and with the approval of the Head of Community Programs and Partnerships. Items must be in good condition, not damaged, torn, or wrinkled.
- The library does not post items with tear-off cards, tabs, or registration forms.
- Due to space and storage limitations, brochures, flyers, and other print items should be limited to 50 per library. Materials will not be returned.

- Library team members responsible for posting posters and flyers will stamp all external postings with an approved stamp and date the posting.

How To Use the Library's flyer Distribution Service

1. Materials must be submitted no later than 15 days before an event to ensure timely dissemination of those materials

2. Materials submitted for distribution must be ready for delivery to libraries:

Single Copies: Submit five (5) items for distribution to public libraries throughout the City of Kenosha. If the material is to be distributed to libraries throughout Kenosha County, submit seven (7) items. Posters or large flat items must be rolled individually and fastened with cord or rubber bands.

Multiple or bulk materials: If multiple copies are to be distributed, bundle and band items into five (5) distinct bundles for the City of Kenosha distribution or seven (7) for Kenosha County distribution. Since most libraries have limited space, quantities of items should be limited to at most 50 per agency. Organizations should also indicate when submitting flyers if they request posting and free distribution.

3. The Flyer Distribution Service does not deliver to individual libraries:

- Class schedules, newspapers, and other periodicals
- Directories (telephone/advertising listings for special interest groups)

4. Items for posting or distribution throughout the library system can be delivered to flyer Distribution Service in three ways.

1.) Mail to: Kenosha Public Library ATTN: Flyer Distribution 7979 38th Avenue, Kenosha, WI 53142

2.) Drop off at Southwest Library Check-Out/Return Desk.

3.) Drop off at any Kenosha Public Library location. KPL will then route the postings for approval.