

Public Posting and Distribution Procedure for Non-Employees

- I. Community Information Posting & Distribution: How to Post or Distribute Materials** The Milwaukee Public Library (MPL) welcomes community organizations to share information about free, non-profit events, services, and resources. For details on what materials are accepted, see Public Posting and Distribution Policy (ADM-PO.016).
- II. For a Single Library Location**
 - A. Bring your materials to the specific branch where you would like them posted.
 - B. Ask Library staff for a Flier Distribution Request (MPL-FM.077) form.
 - C. Complete and submit the form with your materials.
 - D. Staff will review and post them, if approved.
- III. For Multiple Locations or Systemwide Distribution**
 - A. Complete the Flier Distribution Request (MPL-FM.077) form at https://www.mpl.org/about/library_policies.php OR obtain a paper form at any MPL location.
 - B. Package your materials in envelope or boxes that are clearly labeled and contain the request form. Bring or send materials and completed form to Central Library.
 - C. MPL staff at Central Library will review your materials for compliance with our posting guidelines.
 - D. If approved, materials will be distributed to requested locations.
- IV. Posting Guidelines and Tips**
 - A. Standard 8.5" x 11" materials are preferred. Bring one-two copies for a single location; or enough copies for all thirteen locations.
 - B. Submit materials at least two weeks before your event date to allow time for review and posting. Materials will be removed after three weeks or after the event date, whichever comes first.
 - C. All materials must be reviewed and approved by Library staff before posting. Materials posted without approval will be removed. Approval typically takes one-three business days.

- D. Limited space is available on a first-come, first-served basis. Posting cannot be guaranteed. Priority is given to events co-sponsored by the Library, local community information (often specific to the neighborhood), and citywide community information.
- E. MPL accepts non-partisan election materials that provide factual information about voting, registration, polling locations, and ballot issues. Materials that advocate for or against specific candidates or take positions on ballot issues are not permitted. Election materials must be sent to Central Library for distribution.
- F. MPL assumes no responsibility for the preservation, protection, or security of materials submitted for posting or distribution. We recommend keeping copies of your materials for your records.