

SUN PRAIRIE PUBLIC LIBRARY

BULLETIN BOARD POLICY

I. Purpose

- A. The bulletin boards located in the SP Library are to provide information to library users about events or services of a cultural, educational, or community service nature.

II. Priorities

- A. Priority is given to:
 - 1. Non-profit and tax-supported agencies;
 - 2. Community organizations;
 - 3. Events and notices deemed to be of interest to members of the Sun Prairie community.

- B. The following types of notices or publications will not be posted or displayed:
 - 1. Advertisements by profit-making organizations.
 - 2. Advertisements of items or services for sale.
 - 3. Solicitations for business, religious or political purposes.

III. Posting Guidelines

- A. Posting of notices and publications is limited to the bulletin boards located inside the entrance to the library and other space specifically designated by the library director for that purpose. Information to be posted must be left at the Registration Desk for library staff to post, and will be dated and posted within 24 hours.

- B. Display items must be of reasonable size (8 ½ x 11 suggested) in relation to the space available.

- C. The appearance and content of the notice must be suitable for display in a public service area.

- D. Notices and publications will be displayed for free distribution for as long as they are current. Notices will not generally be posted for longer than four weeks. The library will not be responsible for returning materials unless such arrangements are specified.

IV. Authority

- A. In the best interests of the library the director may authorize requests that do not fall clearly within these guidelines. The decision of the director may be appealed to the Library Board of Trustees.

Adopted: April 12, 2001

Reviewed: April 10, 2008

Amended: April 8, 2010

Formatted: August 25, 2011

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