



BULLETIN BOARD POLICY

I. Purpose

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. Posting Guidelines

- A. Information to be posted must be left at the Registration Desk for library staff to approve and post.
- 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 as long as they are current. The library is not responsible for returning materials unless such arrangements are made with library staff.

III. 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. In general, 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.

IV. Authority

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

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