



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 Welcome 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 and as space permits. The library is not responsible for returning materials unless such arrangements are made with library staff.
- E. Physical and digital notices and publications for events and meetings taking place at the Sun Prairie Public Library should include the following information on the notice. *“The event/meeting will take place in the Sun Prairie Public Library’s Community Room/Conference Room. The Sun Prairie Public Library does not sponsor or endorse this event/meeting.”*

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.

Adopted: April 12, 2001
Reviewed: April 10, 2008
Amended: April 8, 2010
Formatted: August 25, 2011
Amended: May 10, 2012
Amended: August 14, 2014
Reviewed: April 12, 2018

Reviewed: March 12, 2020
Amended: March 10, 2022
Amended: October 12, 2023