

**Rosemary Garfoot Public Library
Bulletin Board Policy**

I. Purpose and Authority

- (A) The main function of the bulletin boards located in the library vestibule and any other designated display space in the library, is to provide information to the public about events and services of an educational, cultural and community nature.
- (B) Organizations may request notices to be posted subject to guidelines set forth in this policy.
- (C) Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall within these guidelines may be authorized only if they are in the best interests of the library. Decisions of the Library Director may be appealed to the Library Board.

II. Priorities and Guidelines

- (A) Priority is given to tax-supported agencies and to community organizations engaged in cooperative programs with the library.
- (B) Notices and publications must be judged by the Library Director to be of relevance to the citizens of Cross Plains.
- (C) The following types of notices will not be displayed:
 - 1. Announcement of religious activities (notices about dinners and picnics are acceptable)
 - 2. Those promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
 - 3. Posters and petitions that advocate for a position on a public issue.
 - 4. Announcements or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund raising events sponsored by community service organizations.
 - 5. Announcements or advertisements by profit-making organizations.
 - 6. Announcements publicizing ongoing programs or series of programs except those of tax-supported institutions.
 - 7. Legal notices
 - 8. Notices of merchandise, services for sale, rental announcements and lost pets may be displayed upon approval of the Library Director.
- (D) Display items must be of reasonable size in relation to the space available.
- (E) The appearance and content of notices must be suitable for display in a public service area.

Notices will be posted for no longer than three weeks. The library is unable to return any notices or postings.

Adopted 12/18/1995

This document was revised and reviewed accordingly on 3/27/2007.

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