

Bulletin Board Policy

Purpose

The Library provides space on its public bulletin board for announcements and notices of local community events and notices of public concern, and in a literature display rack for distribution of free materials. This service is in keeping with the Library's overall philosophy of providing access to a wide range of information sources.

Policy

1. All notices, posters, and free literature must be approved and placed on the bulletin board by library staff, space permitting. Staff may discard items not approved for placement, and excess copies of any items received. The items must be professionally printed or neatly hand printed and no larger than 11 by 17 inches.
2. Announcements for upcoming events may be posted no earlier than 30 days prior to an event. Items will be posted or made available on an equitable basis, subject to available space. The library staff will discard announcements after the event.
3. Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to persuade toward a single point of view will not be displayed.
4. In general, no items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit making business will be accepted.
5. The Waupaca Area Public Library, governed by the Library Board and the City of Waupaca, reserves the right to remove any item.
6. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees.
7. No free standing signs or personal ads. Signs are to be placed in the library proper. No signs are to be placed in the lobby.

Approved by the Waupaca Area Public library Board Trustees November 9, 1993

Revised by the Waupaca Area Public library Board Trustees September 9, 2003

Revised by the Waupaca Area Public library Board Trustees July 8, 2008