

RUTH CULVER COMMUNITY LIBRARY  
LIBRARY POLICY

**PUBLIC BULLETIN BOARD AND LITERATURE DISTRIBUTION**

**I. Purpose and Authority**

- (A) The primary function of the bulletin boards and literature racks located in the library is to provide information to library users about events or services of a cultural, educational, or community nature.
- (B) Organizations or individuals may request notices and literature to be displayed subject to the guidelines set forth in this policy.
- (C) Application of these guidelines will be based on the judgment of designated staff and in consultation with the Library Director, when needed. Requests that do not fall clearly within these guidelines may be authorized only if they are in the best interests of the library. These decisions of the Library Director may be appealed to the Library Board.

**II. Priorities and Guidelines**

- (A) Priority is given to library notices, tax-supported agencies and to community organizations with which the Library carries out cooperative programs.
- (B) Notices and publications must be judged by the designated staff to be of interest to members of the Sauk Prairie community.
- (C) The following types of non-library notices and literature will not be displayed:
  - 1. Those promoting political parties or candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.
  - 2. Religious materials which have the primary effect to proselytize for a single point of view.
  - 3. Posters, petitions or other signage that advocate a position on a public issue.
  - 4. Notices of merchandise or services for sale.
  - 5. Rental announcements
- (D) Library staff may make exceptions for announcements of educational opportunities promoted by profit making businesses or items including a variety of beneficiaries.
- (E) Display items must be of a reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space.
- (F) The appearance and content of the notice or literature must be suitable for display in a public service area.
- (G) Generally, notices will not be posted for longer than three weeks. Exceptions may be made by the Library Director for items of longer term interest. The Library is unable to make arrangements for notices to be returned.
- (H) Posting of a notice or placement of literature in a display rack does not imply endorsement by library staff or the Library Board.

Approved by Library Board

Date: 08/20/98

Amended/Modified by Library Board

Date: 10/17/02, 5/18/06, 5/11/16

Reviewed by Library Board

Date: 5/15/19