



BULLETIN BOARD POLICY

Purpose:

McMillan Memorial Library provides space on its public bulletin boards for notices, announcements, and community events. This service is extended in the spirit of community and to provide access to a wide variety of sources of information.

Posting Guidelines:

1. Information to be posted must be left at the Service Desk for library staff to approve and post.
2. Display items must be of reasonable size (8 1/2 x 11 suggested) in relation to the space available.
3. The appearance and content of the notice must be suitable for display in a public service area.
4. Notices and publications will be displayed for as long as they are current.

Priorities:

Priority is given to:

1. McMillan Memorial Library programs and information.
2. Programs by the City of Wisconsin Rapids and other government agencies.
3. Programs of a cultural, recreational, educational or community service nature sponsored by 501(c)(3) non-profit organizations.

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.

Library staff will discard items not appropriate for placement, items posted or displayed outside the bulletin board, excess copies of posted items, anything posted over other items, or any items that have been posted for an excessive amount of time. Library staff may discard items to make room for other postings and notices, according to the numbered priorities listed above. All notices posted in the library become the property of the library and may be removed and discarded at any time. The library does not accept responsibility for returning notices and posters to their owners.

Posting of a notice or placement of materials in a display rack does not imply endorsement by Library staff or the Library Board.

Adopted by the McMillan Memorial Library Board of Trustees: September 2023.