

Portage Public Library
BULLETIN BOARD/DISPLAYS POLICY

- I Purpose and Authority
- II Priorities and Guidelines
- III Displays

I Purpose and Authority

- (A) The primary function of the bulletin boards located in the entryway of the library, and any other space designated for the display of public notices, is to provide information to library users about events or services of a cultural, educational, or community nature.
- (B) Organizations may request notices to be posted subject to the guidelines set forth in this policy. Library staff will place and remove all materials as needed.
- (C) Application of these guidelines will be based on the judgment of the Library Director. 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 tax-supported agencies and to community organizations with which the library carries out cooperative programs.
- (B) Notices and publications must be judged by the Library Director to be of interest to members of the Portage community.
- (C) The following types of notices will not be displayed:
 - 1. Announcements of religious activities.
 - 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, petitions, and the like that advocate 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 or schools.
 - 5. Announcements of advertisements by profit-making organizations.
 - 6. Announcements which publicize ongoing programs or series of programs except those of tax-supported institutions.
 - 7. Legal notices.

8. Notices of merchandise or services for sale.

9. Rental announcements.

10. Lost pets.

11. Notices of merchandise or services for sale, rental announcements, and lost pets may be displayed on the library's give-away table, located in the main lobby, upon the approval of the Library Director.

(D) Display items must be of reasonable size in relation to the space available and will not be accepted if they detract from the effective use of space (8.5" x 11" is preferred).

(E) The appearance and content of the notice must be suitable for display in a public service area.

(F) Generally, notices will not be posted for longer than three weeks. The library is unable to make arrangements for any notices to be returned.

III **Displays**

(A) The Portage Public Library limits the use of its display space to library-produced exhibits. Exhibits will be organized by the library staff to reflect topics of interest to library users and will present a variety of ideas on issues of contemporary interest. Library staff may borrow items from local groups, organizations, and businesses for use in displays and credit the lender. No library display space is available for unsolicited exhibits.

This policy replaces any previous policy regarding bulletin board/displays.

Approved by the Portage Public Library Board of Trustees
November 8, 2011