

Title: Community Bulletin Boards Chapter: Service Approved By: Library Board of Trustees	Document Type: Policy Document Number: 10.06 Original Effective Date: 5/5/2015 Previous Revision Date: 4/23/2020 Date of Last Revision: 11/20/2024
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Community Bulletin Board Policy

Purpose

~~The Community Bulletin Board shall be used to display notices of events co-sponsored by the Library and as a source of community information.~~

Mead Library provides space on its public bulletin board for notices, announcements, and community events. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational, and informational sources. The bulletin board is a limited public forum. Submissions are reviewed using the content criteria below, without regard to the viewpoint expressed. The posting of material does not imply Library or Library Board endorsement or consent, nor will the Library or Library Board accept responsibility for the accuracy of the statements made in such materials.

Policy

- All postings must be approved by the Library and should be submitted at the 1st-floor service desk
- Only Library staff may post notices
- Only Library staff may remove notices
- Posting dimensions must be no greater than 11" x 17"
- Duration of a posting may be limited in time as determined by Library Management or Supervisor and may be removed at their discretion based on several factors:
 - Available Space
 - The number of notices submitted from any one organization or individual
 - Relevance to the immediate community
 - Timing of the promoted event
- ~~The following content will be considered for posting~~ Community notices and information are subject to the following priorities:
 - ~~Events co-sponsored by the Library~~ Mead Public Library programs and information as well as events co-sponsored by the Library.
 - Events **and programs** sponsored by the City of Sheboygan or other ~~tax-supported organizations~~ **government agencies**.
 - ~~Local events of a cultural, recreational, information, or community~~

~~service nature~~ Programs of a cultural, recreational, educational or community service nature sponsored by 501(c)(3) non-profit organizations, including fundraisers that clearly benefit a 501(c)(3) non-profit organization.

- Free educational and cultural programs (such as literacy initiatives, art shows, and music events) sponsored by for-profit organizations, subject to staff approval.
- Any content submitted that falls outside of the listed priorities will be reviewed by management on a case-by-case basis.

• The following content will *not* be posted

- ~~Fundraisers~~
 - ~~Political campaign materials or anything promoting a political party or candidate~~ Materials that support or oppose any political candidate or ballot measure.
 - ~~Support or disapproval of social or religious convictions~~ Materials whose primary purpose is to promote or oppose a religious, social, or political position. Notices of events sponsored by religious, social or advocacy organizations are reviewed under the same criteria as any other event.
 - Discriminatory or harassing language based on a protected class
 - Commercial notices, solicitations, business cards, job postings, and retail advertising. (~~business cards, retail advertising, personal notices of items for sale~~)
 - Personal notices of items for sale.
 - Personal solicitations for fundraisers (ie. Walkathons, road races, etc.)
 - Legal notices
 - Content that is obscene, defamatory, or otherwise unlawful.
- Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
- Staff will follow this policy when making decisions about placement of materials.
- The Library assumes no responsibility for the return, preservation, protection, or possible damage to or theft of any item presented for posting or posted on the Community Bulletin Boards.