

Waunakee Public Library Bulletin Board & Handouts Policy

Handouts and postings on bulletin boards are reserved for publicizing library and government events of local interest and information.

Priority Posting will go to:

- Library and library-related items.
- Village government publications.
- Other government publications of local interest.
- Non-commercial materials of local civic, cultural, educational or recreational interest.

2. Free directories and pamphlet of local interest will be distributed only as space permits.

3. Forms of literature **unacceptable** or unsuitable for library distribution or posting include:

- Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services.
- Direct requests for contributions not associated with an event (including non-profit or charitable institutions).
- Information about any event or activity not open to the public.
- Personal notices, handouts, and advertisements of articles for sale.
- Job postings and participant requests for medical studies or other research.
- Non-profit organization newsletters and meeting minutes.

4. Procedures

- All items submitted for posting must comply with the Bulletin Board and Handouts Policy.
- Organizations may mail or deliver their items directly to the library. Only designated professional library staff may post or remove materials for public display or distribution.
- All materials for public display or distribution must include: the organization's name, address, web address (if applicable), and telephone number.
- Materials left for posting or distribution without library authorization will be discarded.
- In general, bulletin board notices are accepted for dated material only, not to exceed thirty days (30 days) as space permits.
- Activities having no specific date may be displayed for a reasonable length of time (as determined by the library director and as space permits) or up to 60 days.
- Unused materials will be discarded or recycled.

Approved on September 20, 2019.