

## **Lester Public Library of Rome Bulletin Board, Posting and Display Policy**

The primary purpose of the bulletin board, displays and spaces designated for the display of notices in the Lester Public Library of Rome is to provide information to Library users about events and services of local interest in our community. This service is in keeping with the library's overall philosophy of providing access to a wide range of information sources.

- Space is designated in this priority order:
  1. Lester Public Library of Rome
  2. Friends of the Library
  3. Town of Rome Notices and Information
  4. Nekoosa School Districts' Notices and Information
  5. Non-Profit organizations of local interest
- All notices, flyers and posters must be approved, posted and removed from the bulletin board by the library director or designated library staff. These items may be left at the front desk for review, and will be posted within 48 hours.
- Director or staff will remove and discard items not approved for placement.
- Announcements for upcoming events may be posted no earlier than 30 days prior to the event. Items will be posted on subject to space. Library director or staff will discard announcement after the event.
- Religious and political materials are permissible for informational purposes or special events.
- The following are examples of notices that are unacceptable for posting:
  1. Items devoted solely to the sale, advertising, solicitation or promotion of products or services by for-profit entities or individuals.
  2. Personal notices such as child care, tutoring, lost pets, rentals, etc.
  3. Requests for contributions to specific organizations or causes.
  4. Materials that promote specific political candidates or take a specific stand on public issues.
  5. Organizational membership applications.
- The library may distribute copies of ongoing publications, informational brochures, pamphlets, etc., of a cultural, recreational, or educational nature. Consideration of distribution of non-library materials will be made by the Library Director.
- The library is not responsible for any items that are lost, damaged, or stolen while on exhibit or display.
- Each display must include contact information for responsible party or group.
- Questions about this policy may be directed to the Library Director in writing. Decisions of the Library Board of Trustees are final.

The presentation of any display, exhibit, handout, notice or announcement on a public bulletin board or in a public display area does not imply endorsement by the Lester Public Library of Rome, Library Board Trustees, staff, or the Town of Rome.

Revised and approved by the Library Board on 06/08/2018.

Revised and approved by the Library Board on 08/14/2020.

Revised and approved by the Library Board on 11/15/2024.