

Portage Public Library
BULLETIN BOARD, DISPLAYS AND EXHIBITS POLICY

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I Purpose and Authority of Bulletin Boards

- (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. Circulation Services Supervisor will place and remove all materials as needed.
- (C) Application of these guidelines will be reviewed by the Circulation Services Supervisor. Questions regarding appropriateness will be referred to 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. Decisions of the Library Director may be appealed to the Library Board.

II Priorities and Guidelines

- (A) Notices and publications begin with the Circulation Services Supervisor.
- (B) Priority is given to tax-supported agencies, and to non-profit and community organizations with which the library carries out cooperative programs.
- (C) The following types of notices will not be displayed:
 - 1. Solicitations of religious activities.
 - 2. Announcements 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 intended to stimulate membership or subscriptions.
 - 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. Advertisements of merchandise or services for sale.

9. Rental announcements.

10. Lost pets.

(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, or after the event is over. The library is unable to make arrangements for any notices to be returned.

III Displays and Exhibits

(A) The Portage Public Library no longer limits the use of its display space to library-produced exhibits. Displays may be organized by library staff to reflect topics of interest to library users and will present a variety of ideas on issues of contemporary interest.

(B) Library staff may allow local groups, or organizations to share ideas and information of an educational or cultural viewpoint. No library display space is available for unsolicited exhibits.

(C) Displays and exhibits may serve the community as a public forum. Religious and political displays are permissible, so long as they do not advocate for a single issue, position or candidate.

(D) The Portage Public Library does not advocate or endorse the viewpoints of exhibits or exhibitors.

(E) Digital and video displays remain limited to library-produced exhibits.

Approved by the Portage Public Library Board of Trustees

November 8, 2011

September 8, 2020