



I. Purpose

The primary function of the bulletin boards is to provide information to library users about events or services of a cultural, educational or community service nature, judged to be of interest to members of the Stoughton community. Organizations may post notices and display publications subject to the guidelines set forth in this policy.

II. Definitions

- A. Who may post: non-profit and tax-supported agencies, community organizations, organizations with which the library carries out cooperative programs, and for-profit individuals and organizations using the Carnegie Room.

III. Guidelines

- A. Information to be posted must be left at the Circulation Desk for library staff to post.
- B. Display items must be of a reasonable size (for example, 8 1/2 by 11 inches) in relation to the space available.
- C. The appearance and content of the notice must be suitable for display in a public service area.
- D. Notices and publications will be displayed for as long as they are current. Notices will generally be posted for a four-week period prior to the event, but not posted after the event. The library will not be responsible for returning materials.
- E. The following types of notices will not be posted or displayed:
 - 1. Event notices by for-profit organizations unless they are using the Carnegie Room. Such posting will be limited to no more than 4 weeks prior to the event.
 - 2. Advertisements of items or services for sale.
 - 3. Posters, petitions, and the like that advocate a position on a public issue or that promote a specific political party, candidate or issue on an election ballot.

- F. A disclaimer will be attached to any for-profit postings indicating that the Stoughton Public Library does not endorse nor promote the services and products of any for-profits using the Carnegie Room.

IV. Review and Appeal

Any group or individual who is refused permission to use the bulletin boards, or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of the refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

V. Disclaimer

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 by the Director only if they are in the best interests of the library.

Adopted: November 8, 2001

Revised: January 8, 2004

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