

## **Community Information Policy**

In keeping with Fondulac District Library's overall philosophy of providing access to a wide range of information sources, the Library provides designated community information space for local non-profit organizations engaged in educational, cultural, recreational, civic, intellectual, or charitable activities to post information about their events and activities. Programs and events publicized should be compatible with the Library's purpose of providing information about opportunities to the community.

The following applies to all community information spaces used for the aforementioned purposes:

- Designated library staff must approve, post, and remove all items.
- Items posted or left on tables without authorization will be removed and discarded.
- Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit organization or the viewpoints expressed in the material.
- In fairness to other organizations, the library may control the frequency with which items may be posted by the same organization.
- Notices must be professional in appearance. Handwritten material will not be posted.
- All notices posted on the community bulletin board must contain the name and contact information of the sponsoring organization and/or its authorized representative.
- Campaign materials, endorsements, political opinions, commercial materials, or materials resulting in personal gain are not permitted. Religious and political materials are permissible for informational purposes or special events; materials that have the primary effect to proselytize for a single point of view will not be displayed.
- One item per event or issue is permitted.
- Oversized items may be rejected because of space limitations. Preference will be given to posters 11x17 inches and under and brochures 8.5x11 inches and under.
- Posted items should occur within 30 days. Items promoting dated activities will be removed as soon as the event or action item is past. Items about services or events with no end date will be displayed for a period not to exceed 30 days, unless space is available as approved by the Director.
- If space is crowded, library staff reserve the right to remove older items or to select items with the widest appeal.
- Once items are removed, they are discarded.
- Fondulac District Library does not assume responsibility for the preservation or protections of materials accepted or posted or responsibility for materials damaged or stolen.
- Community information is limited to designated spaces only. All other bulletin boards and digital displays in the library are reserved for library events and notices.
- Acceptance and/or posting of materials for display does not imply the library's endorsement of a group or organization, its policies or beliefs, or its events.
- Posting information of illegal or criminal nature or that violates other library policies is prohibited.

Approved December 7, 2015