

Elkhart Lake Public Library – Public Notice Bulletin Board Policy

Purpose

The primary function of the bulletin board 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 service nature.

Organizations may request notices to be posted subject to the guidelines set forth in this policy.

Policies

Bulletin board space is given to non-profit agencies and community organizations engaged in educational, cultural, intellectual, or charitable activities. Organizations that the Village of Elkhart Lake and the Elkhart Lake Public Library carry out cooperative programs with may also be given bulletin board space.

All items must be approved by designated library staff, dated, put up and removed by library staff.

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.

The appearance and content of the notice must be suitable for display in a public service area.

Generally, notices will not be posted for longer than one month. The library is unable to arrange for the return of any notices. Due to space constraints, postings may be limited to events in Sheboygan County and its adjacent counties, or events sponsored by the Monarch Public Library System and its member libraries.

Postings of materials does not imply library endorsement of content. The library does not accept responsibility for accuracy of the statements made in such materials.

The library adopts the American Library Association Library Bill of Rights, “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use.”

The following types of notices will not be displayed:

Announcements promoting political parties, candidates or those advocating the election of any candidate or a stand on any issues on the election ballot.

Posters, petitions, and the like that advocate a position on a public issue.

Announcement or advertisements by a profit-making organization.

Announcements which publicize ongoing programs or series of programs except those of tax-supported institutions.

Notices of merchandise or services for sale.

Adopted by the Library Board of Trustees, November 15, 2007
Revised February 14, 2022