

## Handouts, Bulletin Board Postings, Notices and Petitioning Policy

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### **Purpose**

In the spirit of community partnerships, the library provides a designated space on its public bulletin board for announcements and notices of local community events. The library also provides literature display racks for distribution of free handouts, notices and other materials which may be of interest to the community. Both of these services are in keeping with the library's overall philosophy of providing access to a wide range of information sources.

Posting of a notice or placement of materials in a display racks does not imply endorsement by library staff or Board of Trustees.

### **Handouts and Bulletin Board Posting**

1. Space is designated in order of priority to:
  1. Appleton Public Library and Friends of Appleton Public Library items.
  2. City of Appleton and Outagamie County government notices and publications.
  3. Other government notices and publications of local interest.
  4. Local educational institution notices and publications.
  5. Non-profit organization materials of local interest.
2. All notices, posters, and free literature must be approved, posted, and removed from the bulletin board or the display racks by library staff.
3. Staff may discard items not approved for placement, and excess copies of any items received.
4. Event announcements must be for events open to the public.
5. All items must identify the organization including: name, address and phone number.
6. Employment postings must provide a name, address and phone number and must be associated with a local business, organization or job opportunity that is based locally.
7. Community newsletters, magazines, newspapers and other publications distributed free of charge (with or without advertising) containing information of local interest may be placed in the literature display racks as space allows.
8. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.
9. The library reserves the right to limit the size, number of items and length of posting. Activities with no specific date will be posted a period of approximately 30 days, which may be extended if space permits.
10. When postings are provided in multiple languages the library will post a copy in each language provided.
11. Religious and political events are permissible for informational purposes or special events; materials which have the primary effect to advocate for a single point of view will not be displayed.

12. The bulletin board is located in a public space and postings must be appropriate for viewing by all ages. No nudity or profanity is allowed.

13. Forms of literature unacceptable for library posting or display include:

- Items devoted solely to the sale, advertising, solicitation or promotion of products or services will not be accepted. Staff may make exceptions for announcements of educational or employment opportunities provided by profit making businesses, or items including a variety of beneficiaries.
- Materials whose primary purpose serves as campaign literature
- Personal notices or handouts
- Requests for study participants for medical or other research
- Direct requests for contributions not associated with an event unless it is a Library-sponsored or Friends of Appleton Public Library sponsored campaign.

### **Petitioning, solicitation, or distribution of literature**

Petitioning, solicitation, canvassing, surveying or distribution of literature by members of the public is not allowed within the library unless it is part of an approved library program or meeting space booking.

Groups or individuals who wish to petition, solicit, canvas, survey or distribute literature to the public on library property, outside of the building, may do so only if public access to the building is not impeded and building use is not interfered with in any way including loud noise, threatening behavior or otherwise disorderly conduct.

Soliciting donations for organizations other than the Appleton Public Library and Friends of the Appleton Public Library is not permitted within the library or on library property unless it is part of an approved library program or meeting space booking.

*Approved by Library Board 1/12; 3/19*