COMMUNITY INFORMATION AND POSTING POLICY

I. PURPOSE

In the spirit of community partnerships, Appleton Public Library ("library") provides clearly designated spaces for specific types of information and materials:

- Community Board
- Literature Display Space(s)
- Employment Postings Area

These spaces support the library's philosophy of providing access to a wide range of information sources. Placement of materials in any of these spaces does not imply endorsement by the library.

II. POLICY

General Guidelines for All Spaces

- All materials must be approved and placed by library staff. Unapproved items will be discarded. Considerations for approval include:
    - Materials must identify the sponsoring organization, including a name, address, and contact information.
    - Campaign materials, including elected office candidates or referendum materials, are not allowed.
    - Materials devoted solely to the sale, advertising, solicitation, fundraising not tied to a specific event, or promotion of products or services will not be accepted, except for announcements of educational or employment opportunities.
    - Promotions of community drives (e.g., food or clothing donation drives) and fundraising events subject to the following:
        - When organized or sponsored by non-profit and governmental agencies, or
        - When organized or sponsored by private organizations that primarily serve residents of the Fox Cities area.
        - Drives initiated by individuals or unverified groups will not be allowed.
    - Materials must align with community standards, be suitable for all ages, and must not include nudity, profanity, threats, targeted harassment, or material that violates other library conduct policies.

- Display items should be of reasonable size for the display space available. Items will be accepted as space allows and may be removed after 30 days, once the event has passed, or if the material is otherwise redundant or obsolete in order to make room for new materials.

Community Board (Ground Level)

- Priority is given to materials from the library, Friends of the Appleton Library, and local government entities.
- Announcements must pertain to events open to the public.

Literature Display Space(s)

- Reserved for free publications such as flyers, community newsletters, magazines, and newspapers.
- The John and Julie Schmidt Children's Area may include materials of interest to children, parents, and caregivers.

Employment Postings Area (Upper Level)

- Only postings for local job opportunities, job fairs, or workforce development programs are allowed.
- Materials must include the employer/provider's name, address, and contact information.

Petitioning, Solicitation, or Distribution of Literature

- Petitioning, solicitation, canvassing, and distributing literature are permitted on the sidewalk in front of the library but must not interfere with library operations or access.
- Solicitation of monetary donations for non-library-related purposes inside the library building is not allowed unless it is part of a library-sponsored initiative, or an event scheduled in the designated meeting space in accordance with the Space Use Policy.

Approved: 1/12; 3/19; 12/24; 7/2026