



# **Little Chute Public Library**

Gerard H. Van Hoof Memorial

## Public Posting Policy

The Little Chute Public Library maintains a bulletin board and brochure rack intended for displaying and providing current information about local area non-profit events and community information.

The bulletin board and brochure rack are intended to serve as vehicles of information for non-commercial organizations and government affairs. The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. Additionally, posting of notices does not imply library endorsement, nor will the library accept responsibility for the contents or accuracy of the statements made in such materials. The library assumes no responsibility for the preservation or protection of materials posted or distributed.

Furthermore, the Library Board adopts article six of the American Library Association's "Library Bill of Rights" that maintains that exhibit space be "available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

### **Posting Guidelines**

- Postings must be approved and posted by Library staff.
- Items found without staff approval will be removed.
- Library staff will determine where and how long an item is displayed.
- The order of priority is as follows: Library, Little Chute, surround area, Outagamie County, and others.
- Permission is granted based on available space.
- Only one copy of a notice is permitted.
- Maximum size is 11"x14."
- Approved notices must be placed so they do not obscure other notices.
- Notices of events will be removed after the event has taken place.
- Materials will not be returned.

*Notices not complying with any of these guidelines will be removed.*

### **Review and Appeal**

Any group or individual who is refused permission to use the bulletin board 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 refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Approved and adopted by the Little Chute Public Library Board of Trustees on February 20, 2024.