



**I. Purpose**

The primary function of the bulletin boards is to provide information to library users about events or services of a cultural, educational or community service nature, judged to be of interest to members of the Stoughton community. Organizations may post notices and display publications subject to the guidelines set forth in this policy.

**II. Who may post**

Non-profit and tax-supported agencies, community organizations, organizations with which the library carries out cooperative programs, and for-profit individuals and organizations using the Carnegie Room. Items can be posted on an equitable basis, subject to available space and the guidelines set forth below, regardless of the beliefs or affiliations of the individuals or groups represented.

**III. Priority of posting**

- A. Library and library-related items.
- B. City government publications.
- C. Other government publications of local interest.
- D. Non-commercial materials of local civic, cultural, educational or recreational interests.
- E. Free community newspapers and magazines, with or without advertising, containing news and feature articles of local interest. Note, the library has limited space for these materials.

**IV. Guidelines**

- A. Information to be posted must be left at the Circulation Desk for library staff to post. Only designated library staff or volunteers may post or remove materials for public display. Materials posted without library authorization will be discarded.
- B. Display items must be of a reasonable size in relation to the space available, but generally not larger than 8 ½" by 11".

- C. The appearance and content of the notice must be suitable for display in a public service area.
- D. Notices and publications will be displayed for as long as they are current. Notices will generally be posted for a four-week period prior to the event, but not posted after the event. Activities having no specific date may be displayed for a reasonable length of time as determined by the library director and as space permits. The library will not be responsible for returning materials.
- E. The following types of notices will not be posted or displayed:
  - 1. Event notices by for-profit organizations unless they are using the Carnegie Room. Such posting will be limited to no more than 4 weeks prior to the event.
  - 2. Advertisements of items or services for sale.
  - 3. Materials that have the primary effect of promoting or proselytizing for a single position on a public issue or that have the primary effect of promoting or proselytizing for a specific political party, candidate or issue on an election ballot.
  - 4. Announcements or advertisements of fund-raising activities (individual or group) or of drives to stimulate membership or subscriptions. Exceptions may be made for one-time fund-raising events sponsored by community service organizations.
  - 5. Job postings and participant requests for medical studies or other research.
  - 6. Notices for lost pets.
- F. A disclaimer may be attached to any for-profit postings indicating that the Stoughton Public Library does not endorse nor promote the services and products of any for-profits using the Carnegie Room.

## **V. Review and Appeal**

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

## **VI. Disclaimer**

Posting of a notice does not imply endorsement by library staff or the Board of Trustees. Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized by the Director only if they are in the best interests of the library.

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