



## Community Bulletin Board Policy

### Purpose

Fitchburg Public Library provides space on its public bulletin board for notices, announcements and community events. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational and informational sources.

### Posting Guidelines

Community notices and information can be posted, subject to the following priorities:

1. Fitchburg Public Library programs and information.
2. Programs by the City of Fitchburg and other government agencies.
3. Programs of a cultural, recreational, educational or community service nature sponsored by 501(c)(3) non-profit organizations, including fundraisers that clearly benefit a 501(c)(3) non-profit organization.
4. Free educational programs sponsored by for-profit organizations, subject to staff approval.

Display items should be of reasonable size; generally no larger than 8.5" x 11". The appearance and content of the notice must be suitable for the Library's general public service area. Items can 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.

The Library will not display product advertisements, legal notices, job postings, notices of sale, or listings of personal or professional services. Religious and political materials which have the primary effect to proselytize for a single point of view will not be displayed.

Library staff will discard items not appropriate for placement, items posted or displayed outside the bulletin board, excess copies of posted items, anything posted over other items, or any items that have been posted for an excessive amount of time. Library staff

may discard items to make room for other postings and notices, according to the numbered priorities listed above.

Staff will follow this policy when making decisions about placement of materials. Posting of a notice or placement of materials in a display rack does not imply endorsement by Library staff or the Library Board.

*Approved by Fitchburg Public Library Board on August 16, 2023*