

Bulletin Board Policy

The Fort Madison Public Library provides space on its public bulletin board for announcements and notices of local community events. In line with the library's mission to encourage residents of all ages to learn, and explore new interests and ideas. The Library gives priority to notices for programs and events that promote literacy, books and reading. Other types of events appropriate for posting include concerts, cultural events, lectures and workshops.

Regulations

1. The Library does not imply endorsement of any events or services advertised on the bulletin board.
2. Priority will be given to Library notices and notices of events in Fort Madison and Lee County. Other notices will be posted as space permits.
3. Notices will be posted that provide information that meets the educational, professional and recreational needs of the community. The Library gives priority to notices for programs and events that promote literacy, books and reading. Other types of events appropriate for posting include concerts, cultural events, lectures and workshops.
4. Notices may be posted by community organizations and clubs, educational institutions, government agencies, and non-profit organizations. For-profit companies and individuals may also post notices that are consistent with the policy statement above.
5. Notices advertising programs and events for which there is a fee may be displayed if they align with the library's mission. Advertisements for services such as housecleaning, babysitting, yard sales, etc., will not be posted. Advertisement for fundraisers benefiting a single individual will not be permitted.
6. Notices will not be kept on the bulletin board for more than a month.
7. The Circulation Supervisor or the Library Director will have final say on whether a notice may be posted.
8. Complaints about this Bulletin Board Policy or about the content of a particular notice should be addressed to the Library Director. If a complaint cannot be resolved at this level, it may be addressed to the Library Board.

Adopted by the Fort Madison Public Library Board of Trustees June 19, 2014.

Procedures

1. Organizations or individuals interested in posting items on public bulletin boards may either bring the item into the Library or send it by mail or e-mail. Items not accepted for posting will not be returned. Unauthorized items posted on any Library bulletin board will be removed and discarded.
2. All notices must include the name of the person or organization in charge of the event and contact information.
3. Notices should generally be no larger than 8-1/2" x 11", larger notices will be considered, space permitting, but may be refused based solely on size.
4. Notices may be posted by any library employee based on the Bulletin Board Policy. If there is doubt as to whether or not the notice fits in with library guidelines, the Circulation Supervisor or the Library Director will determine whether a notice may be posted.
5. Notices will not be posted more than one month in advance of the date of the activity or activities advertised. The library will not hold onto notices and then post them at a later date. Notices will be discarded after the date of the activity advertised.
6. Notices that are not date sensitive may be posted for up to one month, space permitting; each notice will be marked with the date it was posted and will be discarded after the month is over.
7. The Library Director and the Circulation Supervisor, will be responsible for the appearance and timeliness of items posted on public bulletin boards.