

Q. Public Notice Bulletin Board and Public Access Channel Policy

Approved by Library Board: 2003 (formerly Community Calendar Policy), 06/2015
Last reviewed by Library Board: 06/2015

Public Notice Bulletin Board in Library Entrance

The Library maintains three separate areas for posting of printed notices: Library notices, Local Government notices, and Community notices.

Local Government Notices

Include, but are not limited to official meeting announcements. Will be posted upon receipt and remain until the time of the meeting and/or event.

Community Notices

Community bulletin board notices may be submitted by nonprofit organizations for civic, educational, or cultural purposes. Notices must be approved by Library staff, and will be removed after the date of the event. Due to space constraints and/or deteriorating condition of a notice, long-term/ongoing notices may be removed at the discretion of library staff.

The Library Director reserves the right to reject any notices or portions thereof that he/she deems are not in the public interest.

Public Access Cable Channel (Channel 4)

This policy describes the duties and responsibilities of the Town Board of Three Lakes and the Edward U. Demmer Memorial Library related to the maintenance of a Community Calendar on Public Access Channel 4.

Equipment

The equipment needed for the development and management of the Three Lakes cable channel will be the responsibility of the Town of Three Lakes. The Library Director will be responsible for contacting the Town Clerk when equipment malfunctions, needs repair, and/or needs to be upgraded.

Personnel

Use of the Three Lakes cable TV equipment shall be limited to the Town Clerk, the Library Director, and his/her designated staff.

Listings

As with the physical bulletin board, three categories of notices are eligible: Library notices, Local Government notices, and Community notices. The following priorities will be used as guidelines for Channel 4 event listings:

- Town of Three Lakes government meetings, notices, and information.

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- Departments of the Town of Three Lakes (Library, Police, Fire, etc.) events and meetings.
- School District of Three Lakes events and meetings.
- Nonprofit organizations within the town of Three Lakes events and meetings.
- Other special events, related to the Town of Three Lakes, as approved by the Library Director.

The following listings shall be prohibited:

- Any material designed to promote the sale of products, services, trade, business or person
- Copyrighted material
- Lottery or lottery information

Items to be listed on Channel 4 shall be submitted to the Demmer Library in person, by phone, e-mail or fax on or before the Monday preceding the event. Timing for posting of notices submitted far in advance of an event will be determined by library staff. Requestors are encouraged to complete the form provided for this purpose by the Library.

The Library Director reserves the right to reject any items or portions thereof for listing that he/she deems are not in the public interest, and to limit number of postings or postings of recurring or ongoing events.