

BULLETIN BOARDS
AND DISTRIBUTION OF FREE MATERIALS

POLICY:

Nicholas P. Sims Library, due to limited space, only provides display areas for posting library events or events in which the Library is a participant. Priority is given to the Library and Friends of Sims Library events. The display of any item does not imply advocacy or endorsement by the Library, the Board of Trustees or the Staff.

GUIDELINES:

1. Announcements and/or advertisements of a commercial or personal nature, such as want ads, lost and found notices, garage sales, political campaigns, business opportunities or advocacy of a specific religious faith or political movement/party will not be approved.
2. The Director or her/his designee must approve all items for display or distribution. Items posted without approval will be removed and discarded by Library Staff.
3. Items left for consideration, but not approved for posting, will be held by the Library through the next business day during which time they may be picked up.
4. Items may be displayed until the date of the event or for 30 days, whichever comes first. When items are removed, they will be discarded by Library Staff.
5. Items larger than 8.5”x 11” will be displayed only if space is available.

Original: Unknown
Reviewed: 2016, 2017, 2023, 2024

Approved by the Library Board of Trustees