

PURPOSE:

The Library provides space on its public bulletin board for announcements and notices of local community events. This service is in keeping with the Library's overall philosophy of providing access to a wide range of information sources.

POLICY:

All notices and posters must be approved and placed on the bulletin board by library staff. Staff may discard items not approved for placement and excess copies of any items received.

Staff will follow publicly posted guidelines in making decisions about the placement of materials. Items will 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.

Religious and political materials are permissible for informational purposes or special events; materials that have the primary effect to proselytize for a single point of view will not be displayed.

In general, no items devoted solely to the sale, advertising, solicitations or promotion of commercial products or services for a single profit making business will be accepted. Administration may make exceptions for announcements of educational opportunities provided by profit making businesses.

POSTING OF A NOTICE DOES NOT IMPLY ENDORSEMENT BY THE LIBRARY STAFF OR THE BOARD OF TRUSTEES OF THE VIEWPOINTS EXPRESSED IN THE ITEMS.

The bulletin board is not available for personal, or family use, or for purely social use. The library will not post items that are socially or politically influenced.

Items may be refused on size and available space. The size limit for posted items is 8 1/2" x 11". The available space for posting is limited to the designated community bulletin board.

All items placed on the bulletin board must be approved by the Circulation Desk Supervisor, Circulation Desk Assistant Supervisor or the Director. Items not so approved will be removed from the bulletin boards and disposed of as deemed appropriate by the Director, or appointed staff member.

Due to limited space, all qualified items might not be displayed. If any items cannot be displayed because of space, the items received first will be displayed.

The library does not assume any responsibility or liability for items submitted for display on the bulletin board. The organization/individual assumes responsibility for any damage incurred.

Items will be removed from the bulletin boards by the Assistant Director or designated staff member as outlined below:

Items that become dated will be removed from the bulletin board and will be disposed of as deemed appropriate. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after fifteen days, unless there is space available and the items are considered to be of general interest.

Approved by Board of Directors
October, 2014

