

**Bulletin Board & Distribution of Community Information Policy**

**Approved: September 19, 2016**

**Next Review: September 2018**

The large bulletin board in the lobby is provided as a public service to the community for posting community information materials.

- All items for the bulletin board must be submitted to the Circulation Desk for acceptance. Items will be reviewed and posted by library staff. The library cannot guarantee that all items will be posted.
- Priority will be given to community information notices which present current and relevant news about nonprofit, educational, cultural, public interest and intellectual or recreational services, and charitable activities and events.
- Other notices such as personal sales or advertisements, job postings, rental information, or other public information may be posted as space allows.
- Materials related to campaigns for public office will not be posted.
- Notices of church activities, such as public lectures, concerts, and bazaars will be considered, but literature about specific religions, religious observances, or flyers/brochures that seek membership will not be posted.
- Content of posters must meet existing laws regarding obscenity, libel, defamation of character, and invasion of privacy.
- Due to space limitations, posters should be no larger than 11" X 17".
- Items will not be posted for more than thirty days, and, if space is limited, may be removed earlier. Items that are posted repeatedly on a continuing basis will be the first to be removed if space is required.
- Flyers and brochures conforming to the above specifications will also be accepted and will be placed by library staff in the display rack in foyer for distribution. Information relating to programs and services specifically for children may be placed on the table displaying children's library program information, at the discretion of library staff.
- Distribution or posting of community information materials does not indicate the library's endorsement of the issues or events promoted by the materials.

The smaller bulletin board by the Community Room door is reserved for club and organization news and library news. Items for this board must also be submitted to the Circulation Desk for posting by library staff.