

Library Bulletin Board Policy

The primary use of the Library bulletin board will be for Library purposes. As a center for information the Library will cooperate with government and local non-profit civic, cultural, recreational and educational organizations by displaying their materials, if the following criteria are met:

- Materials to be displayed must be submitted for approval to the Library and are subject to review by the Library Staff.
- No endorsements of a political nature may be posted.
- No legal notices may be posted.
- The Library reserves the right to restrict the size, number and location of display materials.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library assumes no responsibility for the content of the notices or materials, nor for the possible damage or theft of materials.
- Items are posted for informational purposes only. Posting does not imply an endorsement by the Library.
- Posters announcing fundraising programs sponsored by any local non-profit organization may be displayed provided there is space available.
- Postings must have a date, name and telephone number contact for further information or clarification.
- Exceptions to these criteria may be made solely by permission of the Library Director.
- No organization or individual shall be permitted to place in the Library any box, receptacle or canister which solicits donations, without permission of the Library Director.

Community Bulletin Board Policy

The Library provides a community bulletin board separate from the Library bulletin board for patron use on a self-serve basis. Posting of notices does not indicate library endorsement of the ideas, issues or events promoted by those notices.

- Notices must be approved by a Library Staff Member prior to self-serve posting.
- All notices on the community bulletin board must be dated and contain the name and contact information of the individual or sponsoring agency responsible for the posting.
- One notice per event is permitted.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library may control the frequency with which notices may be posted.
- The Library will not approve the posting of legal notices or information that is of a political, illegal or criminal nature.
- The Library retains the right to remove any notice due to general inappropriateness or violation of Library Policy.