

## **Public Postings Policy**

Adopted by the Library Board 12/7/1998  
Revisions approved 2/5/2001, 12/17/2024  
Formerly known as "Bulletin Board Policy"

### **Purpose and Authority**

The primary purpose of the bulletin boards and spaces designated for the display of public notices and distribution of brochures in the library is to provide information to library users about events or services of a cultural, recreational or community service nature.

- The Library assumes no responsibility for the preservation or protection of materials displayed, posted, or placed for distribution. Space designated for display of public notices and distribution of brochures is available to the public regardless of the beliefs or affiliations of individuals or groups requesting their use, and posting or displaying of materials does not indicate Library endorsement of the ideas, issues, or events promoted by these materials.
- Items for display, posting, or distribution should be brought to the Public Services Desk and given to staff, who will then submit the items to the Library Director (or designee) for approval. There is no guarantee of any item being displayed/posted/or distributed, or within a particular timeframe, due to staff time limitations and limited space available.
- Items approved for display/posting/distribution may be marked and dated by the Library Director (or designee). Items posted or left for distribution without approval will be removed.
- Final authority on the application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized only if they are deemed in the best interest of the library and the community. The decisions of the Director may be appealed to the Library Board.

### **Priorities and Guidelines**

Due to space limitations, posting priority is given to Library notices, tax-supported agencies, and to local non-profit and community organizations.

Notices for display should measure 8.5"x11". Larger items may be displayed at the discretion of the Library Director (or designee), when space is available. The appearance and content of the materials must be suitable for display in a public service area. Materials will not be returned. Bulletin board items will be posted no longer than 30 days.