BULLETIN BOARD GUIDELINES

Postings to Library bulletin boards are subject to the following guidelines:

1. Under no circumstances will postings be allowed on the grounds or on the outside of any Library building.
2. Posters, notices, and material for distribution shall be submitted to staff. Nothing may be posted or removed from bulletin boards except by staff.
3. Items to be posted or distributed must be delivered to the Library for approval. Approved items will be date-stamped and posted. All items will be removed by authorized staff members immediately following the event advertised. Posted materials which do not advertise a specific event will be removed 30 days after posting. All items will be discarded upon their removal. The Library will discard all items not approved for posting or distribution.
4. Posters and notices with printed price charges may be accepted, but not those announcing events designed to make a profit for a commercial enterprise.
5. In the field of education, only those announcements of courses given by educational institutions or sponsored by recognized community groups (e.g., the Chamber of Commerce) may be accepted.
6. Announcements concerning interdenominational religious activities (e.g., joint Good Friday services) may be accepted, but not those of individual churches, sects, or cults.
7. Items for public review and comment are received at the 3rd floor reference desk of the Main Library or at any service desk in the Library’s branch locations. Individuals submitting these materials must leave a contact name, phone number, and date on which the materials will be picked up or after which they may be discarded. Items not collected after the comment period expires are considered gifts to the Library, as are items left without a pick-up date.
8. Individuals representing themselves or a group are strictly forbidden to distribute advertising literature, circulate or post petitions, or solicit funds for any purpose either in a Library building or in any place on the premises that would interfere with the ability of staff or patrons to conveniently enter or exit the building.
9. Non-Library sale of any item(s) in any Library building or anywhere on Library grounds is allowed only with the written permission of the Director or designee. Under limited circumstances, the Library may act as an agent to sell materials. The determining factor in allowing sales or acting as the agent for sales will be whether the Library is a beneficiary of the sale.
10. Posting of notices and distribution of material does not imply endorsement by the Library.