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### BULLETIN BOARD GUIDELINES

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

1. Postings are limited to designated areas within each Library location as determined by the Director or their designee.
2. Posters, notices, and material for posting shall be submitted to Library staff for approval and, if posted, may be removed only by Library staff.
3. The Library Director or their designee may determine the suitability of a given item for posting based on the following factors:
  - a. relation to Library programming;
  - b. relation to Library initiatives;
  - c. relation to materials in the Library's collection the Director or their designee would like to emphasize;
  - d. relevance to issues of local, national, or global concern;
  - e. general interest to the community;
  - f. quality of the materials; and
  - g. availability of space.
4. All items may be discarded by Library staff upon a determination by the Director or their designee that the items will not be posted or upon their removal by Library staff.
5. Posters and notices with printed price charges may be accepted, but not those announcing events, services, or products designed to make a profit for a commercial enterprise.
6. Items for posting 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 of the event advertised.