

## **JOHN C. HART MEMORIAL LIBRARY BULLETIN BOARD POLICY**

In keeping with the Library's function as an information provider to the entire community and the Library's adherence to the principles of the Library Bill of Rights, the Library shall determine what information shall be displayed on its bulletin boards. The bulletin boards are to be used primarily as a means of promoting Library news or for displaying items chosen by Library staff. Any space on certain bulletin boards not needed for Library news may be used to inform the public about community organizations, local events, and for civic, cultural, educational, and recreational information. Literature related to political campaigns will not be distributed.

Posters and flyers displayed on the bulletin board may be no larger than 8 1/2 by 14 inches. Bulletin boards may not be used for personal or commercial advertisements. Items may be displayed for a maximum of one month. Library staff will remove items that have expired or that have been posted for one month. Items removed will be discarded; library staff can not return posters or flyers that have been taken down.

Items that may be distributed include flyers, brochures, leaflets, newspapers and pamphlets that provide information about non-profit civic, educational, cultural, or recreational organizations and events. Materials for programs of a personal or commercial nature may not be distributed in the library. Items may be distributed as long as they are valid. If space becomes limited, preference will be given to items of a timely nature and to organizations or groups that have not recently distributed items.

All items for posting or distribution must be presented to the Library Director for approval; library staff will date and place items on the bulletin board or in the information racks. Distribution or posting of items by the library does not indicate endorsement of the issues, events or services promoted by those materials. Items left or posted without approval will be removed and discarded.

Approved by John C. Hart Library Board of Trustees on November 20, 2002