

Section: Administration

Subject: Bulletin Board Announcements

Effective Date: October 25, 1994 (Rev. 10/17/01; 7/16/02; 4/20/05)

Summary: This document contains the criteria for bulletin board usage.

Policy:

1. The library provides bulletin board space in library lobbies for placement of announcements by local not for profit groups and organizations. Each bulletin board is maintained by an appointed staff member or branch manager.
2. The following guidelines apply:
 - Announcements concerning library programs are given priority.
 - Garage sale, dance or party invitations and similar material are not acceptable material for posting, unless they are a function of a nonprofit group, whose status is verifiable as not for profit.
 - Personal announcements or notices are not acceptable.
 - Notices whose orientation is determined to be political or religious are not permitted.
3. Due to space limitations, the library reserves the right to limit the number of announcements displayed and to reject oversized announcements.
4. Any group wishing to have an announcement posted must receive approval from library administration.