



GUIDELINES FOR BULLETIN BOARDS AND HANDOUTS

The bulletin boards are available for the display of posters and notices. All display items and handouts must be submitted to and approved by the staff member in charge. Unauthorized material will be discarded. When space is available, after the Library's own needs have been satisfied, community notices of a cultural, recreational, educational, or community service nature may be posted subject to the following guidelines:

1. Priority may be given to other tax-supported agencies and to local groups and organizations.
2. The following may not be posted or handed out:
 - a. Notices of religious activities
 - b. Notices of political parties or candidates or notices advocating the election of any candidate or a stand on any issue on the election ballot
 - c. Posters, petitions or other types of notices advocating a position on a public issue (although the Library may set up its own display to provide background information on the issue)
 - d. Notices or advertisements by profit making individuals or organizations. Exceptions may be made by the staff member in charge
 - e. Material that invades the rights of others
 - f. Appeals for funds or for membership
3. Legal notices are limited to the designated posting section and must include posting dates.
4. Size and appearance of material is taken into consideration. Items may be refused because of their size if at the time there is no available space to display or distribute them. The quantity accepted for each handout will be determined by the available space and the anticipated demand.
5. Notices will be dated when received and generally posted for a one month period.
6. All materials displayed are the responsibility of the organization or group providing the material. The name of the organization or group must appear on the item.
7. Only Library notices will be placed on Library windows and doors.
8. The Library will accept copies of unsolicited newspapers and other periodicals for possible in-house display and use.
9. It is not permitted to petition, solicit, canvass or distribute literature on Library property.
10. Approval of a display or exhibit does not imply Library endorsement of the individual organization or its views.
11. The Library is not responsible for notices removed or not posted.