



Library Bulletin Boards, Pamphlet & Flyer Display Procedure

All bulletin board announcements and handouts shall be reviewed by Library staff before they are posted in the Library. The Library reserves the right to remove inappropriate items from the bulletin board at any time. When space is limited, priority is given to announcements featuring Library programs. All announcements will be dated and will be posted for no more than 30 days. The Library Director has the discretion to extend this period if deemed necessary.

The library will display educational and informational community material in the designated pamphlet display and on the community bulletin boards as space permits.

Materials posted must be of a non-profit, community-related nature. Notices with items for sale and commercial announcements are not accepted. Unaccepted items will be placed in the trash unless other arrangements are made.

Due to limited space, only 1 copy of an item may be posted.

Materials should be no larger than 11" X 17" but 8.5" x 11" or smaller is preferred.

Political campaign flyers, solicitations or requests for contributions of any kind will not be accepted for posting.

The library is not responsible for the care or return of posters. All flyers will be discarded when removed by library staff. Persons who wish to retain materials must remove flyers themselves **before** the 1 month expiration date or the event date on the flyer.

All exceptions must be approved by the library director.

The library does not endorse the viewpoints of any group or individuals.

Dated: 4/1/2015