

## **Bulletin Board and Literature Display Rack Policy**

In the spirit of community partnerships, the library provides a designated space on its public bulletin board for announcements and notices of local community events provided by nonprofit and governmental organizations. The library also provides literature display racks for distribution of handouts, notices and other materials of interest to the community.

All items must identify the organization including: name, address and phone number.

All notices, posters, and free literature must be approved, posted, and removed from the bulletin board or the display racks by library staff. Staff will discard items not approved for placement.

Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented.

The library reserves the right to limit the size, number of items and length of posting. Activities with no specific date will be posted a period of 30 days.

When postings are provided in multiple languages the library will post a copy in each language provided.

The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Posting of a notice or placement of materials in a display racks does not imply endorsement by library staff or Board of Trustees.

Approved by Library Board June 6, 2016