

Bulletin Board and Solicitation Policy

The Library offers a dedicated space for community information, announcements and legal notices to support the communities educational, informational, and recreational needs. Posting of materials in the Library does not indicate the Library's endorsement of any event or service promoted by postings. All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas

All posted announcements and handouts are subject to review by Library staff.

Usage:

Due to limited space available, priority is given to the needs of the Library followed by government and non-profit organizations posting one-time events. When space is available the library may allow individuals to post items for sale (including yard sales), commercial services (i.e. babysitting, tutoring, etc.), or items they are wanting to give-away. Organizations and individuals are limited to four (4) postings per year. All postings must clearly identify the name of the individual or organization responsible for the posting.

Prohibited:

Postings from commercial businesses

Postings featuring regularly scheduled services or meetings

Items may not display materials that advocate for a particular political candidate or issue.

With the exception of legal notices, postings will be no larger than 8 ½" x 11" in size.

Items posted may not contain graphics or text that could *reasonably* be considered offensive to the community.

Repeated postings of the same information to avoid time limits is not allowed.

Display areas should not detract from the appearance of the library and should remain neat. Notices may not extend beyond the frame any space or cover other notices.

Removal of postings:

The Library reserves the right to remove unauthorized or inappropriate postings at any time.

All authorized postings will be dated and posted for no more than 14 days or until the event has passed whichever is the lessor number of days. The Director may extend this time period at their discretion if space is available. Long term notices, such as information on hotlines, social services, and ongoing programs will be displayed as space allows.

The library staff retain the right to remove or move any announcement/flyer/notice at any time for space purposes.

Items removed will be disposed of and not returned.

Handouts:

The library will also offer space for a minimal amount of handout materials featuring public assistance programs sponsored by nonprofit groups, community groups, or governmental agencies, as well as handouts prepared by the Library to promote materials and services. The handouts must fit in specific areas provided

by the Library. Acceptance of the handouts for distribution is not in perpetuity and items will be removed periodically.

Petitioning, Solicitation, and Direct Distribution

The Library does not allow petitioning, signature collection, solicitation, or distribution of unauthorized literature or leaflets, canvassing or similar types of appeals by members of the public within the Library or on Library grounds.

Containers for monetary contributions may not be placed in the Library.

Approved at the March 12, 2025 Board of Trustees meeting and replaces all previous related policies.

Previous Versions: (2017)