

Public Notices Policy

Purpose

The library will provide opportunities for outside groups and individuals to distribute community information. At the same time, the library reserves the right to determine best practices for use of library space in order to maintain normal library routines and preserve the library's public image. The following policy outlines the rules governing the posting of public notices or distribution of literature.

Public Notices

Though individuals and groups outside the library may wish to post information within the building, the library reserves the right to maintain its shelves, tables, counters, and walls in a manner best fitting its mission. Individuals, organizations, and businesses may post public information in the library according to the following guidelines:

- Single-page flyers and posters may be placed on one of two available bulletin boards (one near the Cherry Street entrance, and one in the Children's Library).
- Pamphlets, brochures, or magazines may be displayed on the literature rack located by the Oak Street entrance.
- Any flyers, posters, pamphlets, brochures, magazines, or other literature left in library areas not outlined above will be discarded.
- Displaying information in these locations does not signal that the library or its board endorses or approves of any content contained in these notices.
- Notices may be posted for 30 days, or until a specific date listed on the notice has passed, whichever comes first.
- Those who post information in the library should make an effort to remove notices if an issue has been resolved (i.e. dog has been found or refrigerator has been sold).
- Notices may not advertise or solicit any products and services that are illegal.
- If no space is available on the bulletin board or literature rack, the individual or group wishing to post any notices should give them to a library staff member rather than attempt to reorganize the area or remove any other notices.
- The library reserves the right to remove printed material from any of the public display areas for any reason.

*Adopted August 2000
Revised September 2019*