

Bucks County Free Library

## **Management**

### **BULLETIN BOARD AND PUBLIC INFORMATION POLICY**

#### **Policy Statement**

Bucks County Free Library makes bulletin board and public information space available for flyers, notices, and printed information, such as brochures, that may be of interest to the community. Any other surface within the library will not be used for display purposes other than library-backed or sponsored promotions. This policy explains the guidelines for postings on bulletin boards and in other public information spaces in library buildings. Space is limited and not all library buildings can accommodate postings. To make the most efficient use of the space that is available, the Library has established the following procedures and criteria for such material.

#### **Regulations**

The Library makes the determination of what materials can be posted and made available based on the following criteria:

- Priority will be given to local not-for-profit organizations, educational, or governmental agencies that provide community services, events, and activities of educational, cultural, or recreational value and interest.
- Events and services should be available to the general public at no charge. Exceptions may be made for events or services by not-for-profit or governmental organizations even if an admission fee is required.
- Materials inconsistent with library policies will not be posted.
- Space cannot be provided for political campaign literature, legislative lobbying, commercial advertising, solicitations, religious proselytizing, and personal notices or communications.
- Items larger than letter sized may not be accepted due to space limitations.
- Postings must contain the name and contact information of the sponsoring agency and/or its authorized representative.

All notices, flyers, brochures, and other materials must be approved by an authorized member of the Library staff. The staff person's initials and the date of posting will be clearly written on the back of the notice. All materials must be posted by a staff person. Notices and other information that have been posted without being approved will be taken down immediately.

Postings are temporary and will be removed when no longer timely or when space is required for more current items. No items will be returned. Acceptance or rejection of material for display does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library reserves the right to refuse to post.

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