

[LIBRARY LETTERHEAD]

BULLETIN BOARDS & POSTING

The [LIBRARY NAME]'s bulletin boards are available for the posting of notices related to library business or library-sponsored events, community-based activities, and public service items of educational, cultural or civic interest under the following guidelines:

- Library bulletin boards are not intended as a forum for the expression of the views or opinions of individuals or groups.
- Any notice to be considered for posting must be submitted to the Director or designated library staff for approval. Notices posted without authorization may be removed.
- In fairness to numerous community groups, the [LIBRARY NAME] may limit the frequency with which notices may be posted by the same organization.
- All notices posted on the bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
- Notice size/dimensions may be restricted to maximize available space.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The [LIBRARY NAME] assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.
- The following will not be accepted for posting:
 - Materials endorsing or opposing the election of any candidate for public office
 - Materials endorsing or opposing the adoption of federal, state or local legislation
 - Materials promoting commercial products or services

The [LIBRARY NAME] does not advocate or endorse the viewpoints of organizations permitted to post or distribute information on the bulletin boards.

Questions or concerns regarding the [LIBRARY NAME], community bulletin boards, or these guidelines should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees __/__/2020