

XIX. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by nonprofit and community organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices (60 days or less), and priority will be given first to the Library and Friends of the Library announcements.

Events that are more than 60 days out may be removed by Library staff to allow space for events occurring sooner and returned when space allows. To maximize space during times of high demand, posters should not exceed standard sized letter paper; larger posters may ultimately be displayed for shorter periods of time closer to the date of the event. Organizations should be mindful of these limitations and make every effort display only timely events, ensure that posters are of a reasonable size, and remove posters once the event has passed. Members of the public are not permitted to remove items for upcoming events.

The Director must approve all postings and may permanently remove postings that do not meet Library standards. Disallowed materials are those that do not fit into the Library's role as a source of non-biased community information, including but not limited to: political materials, petitions, and solicitations. Private individuals or business are not permitted to post solicitations, sales, or advertisements under any circumstances. Library staff will place and remove postings promptly. The Library will not be responsible for returning materials unless prior arrangements are made.

Public Notice Bulletin Board policy amended and approved by the Library Board of Trustees – August 21, 2025.