LEONIA PUBLIC LIBRARY-
BULLETIN BOARD POLICY

Purpose: The Leonia Public Library welcomes the opportunity to permit community organizations and groups to use the bulletin boards of the Library. These bulletin boards are available for the posting of notices related to library business or library sponsored activities and public service items of educational, cultural, or civic interest to the community. The bulletin boards are not to be used as a public forum.

- ***The Leonia Public Library does not advocate or endorse the viewpoints or subject matter of items posted on the Library bulletin boards.***

Definitions:

The Leonia Public Library has four (4) interior bulletin boards.

- #1: Main Bulletin Board: Parking lot door: Limited use
  - Library information
  - Library programming – Adult and Young Adult
  - Non-profit organization, meetings, service and programs

- #2: Board next to Main Bulletin Board
  - Solely for the use of: Friends of the Leonia Library

- #3: Stairwell leading to the lower level:
  - Solely for the use of: Library programming – Juvenile

- #4: Wall beside the elevator – upper level: Limited use:
  - Library business: meetings, service, and programs
  - School board information: meeting and or election dates
  - Legal notices for governmental agencies

Guidelines:

Materials to be displayed should be delivered to the main desk.

The Library reserves the right to decide if a particular posting is appropriate for the bulletin boards. The decision to post or not to post will be at the Director, Assistant Director or a staff member in charge's discretion and must be dated and initialed by said staff member.

Notices posted or left on the tables without authorization will be removed and discarded.

Due to limited space, all qualified items cannot be displayed. If any items cannot be displayed because of space, the items received first will be displayed.

At any time without notice, an item may be removed by the staff member in charge, as laid out previously. Designated staff will remove materials that have not been approved, have become outdated or have been posted for an excessive amount of time.

Distribution of leaflets, cards or other printed materials, whether personal, political, religious or business are a not allowed unless it is to supplement a program being presented.

Fundraisers that benefit the community will be considered as acceptable, unless they fall under of the following categories of unacceptable postings listed below.

The library *will not* post the following, which are to be considered unacceptable postings:

- Postings of political party platforms, endorsements of candidates or notices advocating the election of any candidate or referendum position
- Notices or advertisements to recruit membership in any organization
- Commercial postings
- Personal notices such as garage/rummage sales, lost pets, merchandise or services for sale, rental announcements etc.

❖ *Failure to comply with these rules may result in denial of future posting privileges.*

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The Library reserves the right to modify this policy at any time.

Approved by the Board of Trustees of the Leonia Library on December 9, 2009

Modified: May 25, 2011
&
November 18, 2015