

## BULLETIN BOARD POLICY

The Leonia Public Library welcomes the opportunity to permit community organizations and groups to use the library's bulletin boards. These bulletin boards are available for posting 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 non-library items posted on the bulletin boards.*

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

- #1: Main Bulletin Board: Parking lot door: Limited use
  - Library information and displays
  - Library programming
- #2: Board next to Main Bulletin Board
  - Library information and displays
  - Library programming
- #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: Board meetings, and Sunshine Notices
  - Legal notices for governmental agencies

Materials may also be placed on display in sign holders next to the elevator on the main level, or on the table next to the public printer on the main level.

- Materials to be displayed must be delivered to the main desk for approval.
- The Library reserves the right to decide if a particular posting is appropriate for displays. The decision to post or not to post will be at the 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.
- Designated staff will remove materials that have not been approved, have become outdated or have been posted for an excessive amount of time.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 not allowed unless it is to supplement a program being presented by the Library.
- Fundraisers that benefit the Leonia community will be considered 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:

## BULLETIN BOARD POLICY

- 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 or for-profit postings
- Personal notices such as garage/rummage sales, merchandise or services for sale, rental announcements, etc.

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

*Approved by the Board of Trustees of the Leonia Library on December 9, 2009. Amended May 25, 2011, November 18, 2015, and September 6, 2022.*