## **Public Bulletin Board Policy**

## **Purpose**

The Morgan County Library provides a public bulletin board for the posting of community activities and events as well as public service notices of educational, cultural, or community interest.

## **Policy**

- 1. Designated library staff must approve all notices, posters and brochures.
- 2. All items should be brought to the Library Circulation Desk for approval.
- 3. Only designated staff can post or remove notices.
- 4. Once notices are removed, they are discarded.
- 5. Notices posted or left on tables without authorization will be removed and discarded.
- 6. Oversized posters may be rejected because of space limitations.
- 7. If the board is crowded, library staff reserves the right to select notices for events with the widest appeal. Library programs and announcements receive priority.
- 8. Explicitly excluded from display are commercial notices of any kind by profit making entities.

  This includes items or services for sale.
- 9. The Morgan County Library does not assume responsibility for materials damaged or stolen.
- 10. Acceptance of materials for display does not imply the library's endorsement of a group or organization, its policies or beliefs.

Adopted by Library Board of Trustees on August 3, 2006

Reviewed on January 10<sup>th</sup>, 2019