

BULLETIN BOARD AND LITERATURE RACK POLICY

Bulletin Board and Literature Rack Policy:

Library community information exchange services such as bulletin boards and display racks, etc. are meant to allow non-profit community groups the opportunity to publicize for free, information of general interest to area residents.

Information or events publicized through the Library community information exchange should be compatible with the Library's purpose of providing educational, cultural, recreational and informational services to the community in an open and non-judgmental environment.

The following policies and procedures have been established to carry out the Library's community information exchange services:

- A. Informational literature of public interest from non-profit organizations.
 - Items must be non-solicitational in nature and content.
 - Individuals/groups may not insert promotional items in Library materials without express permission from the Library.
 - ALL MATERIALS MUST BE SENT TO THE COMMUNITY ENGAGEMENT DIRECTOR FOR APPROVAL.
 - Regular publications, i.e., LCMP magazine, Senior Years, Book pages, do not need to be sent for approval.
 - Items that are submitted by non-501.c3 organizations can be rejected or discarded without sending to the Community Engagement Director.
 - Posters/fliers searching for lost pets may be posted without approval.
 - Individual community branch libraries may accept or reject items submitted and approved by community members on the basis of:
 - Size and quantity of material;
 - Space availability;
 - Timeliness of the item;
 - The bulletin board will be cleared regularly by the Community Engagement Director, Branch Manager or their designee.

Former Community Bulletin Board Policy has now been combined with this current policy



(Approved by the Board of Trustees on July 9, 1998, amended by the Board of Trustees on July 9, 2010, amended by the Board of Trustees on July 10, 2023)