**COMMUNITY BULLETIN BOARD POSTINGS POLICY**

All public bulletin boards at the Harris-Elmore Public Library and the Genoa Branch Library will be available for the posting of information related to educational, cultural, recreational, charitable, or informational activities and events for the community.

Community bulletin board space is available only to organizations engaged in civic, educational, cultural or non-profit activities. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the library either advocates or endorses the viewpoints expressed. The library welcomes a broad spectrum of opinion and a variety of viewpoints, however, postings must meet community standards for good taste in presentation.

Materials to be posted must be approved by the Director or their designee. Materials posted without approval will be removed. Permission shall be given based upon the limitations of display space, the timeliness of material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. Local organizations and events may be given preference.

* Use of the community bulletin space is free of charge.
* Political materials may provide information on ballot issues only and will be non-partisan.
* Postings may be no larger than 11 x 17 inches.
* All postings must be submitted to the main desk for dating and posting by library staff. The library will remove materials that have not been posted by staff.
* All postings will be dated and will be limited to one month on the board, unless the date of the event has surpassed before that period.
* Postings designed to promote, advertise, or lead to sales of products or services by for profit or commercial entities are not permitted.
	+ Exceptions are made for tutoring services or for entities that are hiring

Approved by the Library Board of Trustees
June 12, 2023