



## **Community Bulletin Board Policy**

### **Purpose**

Polk County Public Libraries provide space on our public bulletin boards for notices, announcements and community events. This service is extended in the spirit of community and to provide access to a wide variety of cultural, educational and informational sources.

### **Posting Guidelines**

Community notices and information can be posted, subject to the following priorities:

1. Polk County Public Libraries programs and information.
2. Programs by Polk County and other government agencies.
3. Programs of a cultural, recreational, educational or community service nature sponsored by 501(c)(3) non-profit organizations, including fundraisers that clearly benefit a 501(c)(3) non-profit organization.
4. Free educational programs sponsored by for-profit organizations.

Display items should be of reasonable size; generally no larger than 8.5" x 11". The appearance and content of the notice must be suitable for the Libraries' general public service areas. Items can be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented and do not constitute an endorsement by the Libraries.

### **Columbus Lobby Board**

The Columbus Lobby Board will not display product advertisements, legal notices, job postings, notices of sale, or listings of personal or professional services. Items to be considered for the Columbus Lobby Board must be submitted to library staff for review and posting. Items not meeting the priorities listed above may be posted on the Columbus and/or Saluda community boards.

### **Columbus and Saluda Community Boards**

Library staff will discard items not appropriate for placement, items posted or displayed outside the bulletin board, excess copies of posted items, anything posted over other items, or any items that have been posted for an excessive amount of time. Library staff may discard items to make room for other postings and notices, according to the numbered priorities listed above. Religious and political materials which have the primary effect to proselytize for a single point of view will not be displayed.

Staff will follow this policy when making decisions about placement of materials. Posting of a notice does not imply endorsement by Library, staff, or the Library Board.

Approved by the Polk County Public Libraries Board of Trustees

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