

1. Public Bulletin Boards

a. Content

- 1) The content of postings can include any announcement of an event, educational opportunity or presentation, including announcements from social services agencies.
- 2) Local postings from the service area will take precedence over posting from distant locales, unless there is a demonstrable local tie-in.
- 3) The language and illustrative material must conform to local standards.
- 4) Inclusion of a notice on the public bulletin board does not imply the library's endorsement of the views or attitudes contained therein.
- 5) Explicitly excluded are: notices of merchandise for sale; rental announcements; campaign literature for public office; and notices of sales or auctions and related events. This would not exclude dinners or similar events held as public fundraising events.

b. Placement & Removal

- 1) Library staff will be assigned to place and remove postings promptly.
- 2) Minimum size: 4" by 6"
- 3) Maximum size: 11" by 17"
- 4) Multiple postings will be removed by the assigned staff
- 5) The assigned staff, in conjunction with the Library Director, will determine removal of material with questionable content. Removal by others will not be tolerated.

2. Brochures and Flyers for Distribution

- a. The content of brochures and flyers can include any announcement of an event, educational opportunity or presentation, or information from social services agencies.
- b. Local organizations from the service area will take precedence over organizations from distant locales, unless there is a demonstrable local tie-in.
- c. The language and illustrative material must conform to local standards.

- d. Due to space limitations, CRDL staff determines the space allotted to each organization and the length of time that the publications can be made available for distribution. It is the responsibility of the organization to store and restock their publications. CRDL can not provide storage space for materials from other organizations.
- e. Allocation of space for brochures and flyers does not imply the library's endorsement of the views or attitudes contained therein.
- f. The assigned staff, in conjunction with the library director, will be responsible for placing and removing items.
- g. Explicitly excluded are: notices of merchandise for sale; rental announcements; campaign literature for public office; and notices of sales or auctions and related events. This would not exclude dinners or similar events held as public fundraising events.
- h. Explicitly excluded are any receptacles for the purpose of collecting money.

3. Display Cases

- a. Display cases in all CRDL locations are primarily for the use of the library.
- b. In exceptional cases the Library Director may permit the use of the display cases by an outside organization.

Approved: July 1, 1985
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