

## Bulletin Board Policy

### A. Definition

The Library maintains designated bulletin boards for use by the Library and non-profit organizations. Bulletin boards are defined as framed spaces set aside for the posting of materials of Library and community interest.

### B. Guidelines

#### 1) Timeliness of posting

The Library will make every effort to post dated material in a timely manner on a first come-first served basis.

#### 2) Approval

Materials submitted for posting shall be reviewed and approved/disapproved by the Head of Circulation Services.

#### 3) Limitations

- a. Space limitations on the designated bulletin boards may prevent items from being posted.
- b. All approved materials will be posted for a period of no longer than 30 days from date of posting.
- c. Materials may be removed from the designated bulletin boards at any time within the 30 days if space constraints deem it necessary.
- d. Postings that are not Library related are allowed only in designated areas.

### C. Disclaimer

Each designated bulletin board will include a statement to the effect that the provision of bulletin board space for public use does not constitute Library endorsement of the beliefs or viewpoints advocated by the posted materials.

**D. Liability**

- 1) The Library does not take responsibility or assume liability for materials posted on a designated public bulletin board.
- 2) The Library is not responsible for return of posted materials or submitted materials considered unsuitable for posting.

**E. Quality of materials to be posted**

Posted materials must be of a professional quality. Failure to meet this stipulation may result in refusal to post submitted materials.

**F. Reconsideration and Appeal**

The Library recognizes the right of individuals to question materials posted on designated bulletin boards in the library. An individual questioning these materials is free to ask appropriate members of the library staff about such materials and such staff members are encouraged to discuss the matter. An individual still questioning posted materials may state his/her opinion in writing on a *Request for Reconsideration of Display/Bulletin Board* form, which will be provided by the Library. After the form is filled out and returned to the Library Director, appropriate staff members, designated by the Library Director, will review the statement and material in question. The staff members and the Library Director will determine if the posted materials under consideration meet the criteria of this policy and will reply to the individual in writing as soon as practical. If not satisfied at this level, an individual may request in writing, addressed to the President of the Board of Trustees, that the Board also review the posted material and decisions made in regard to it.

All materials posted on designated bulletin boards displayed under this policy are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of jurisdiction and after all appeals have been exhausted.

In the event that a complainant charges that a particular posted item is not protected under the First Amendment of the Constitution, the burden of proof rests with the complainant.

Materials under question will remain posted on the designated bulletin board as scheduled or until a determination is made.