

William B. Ogden Free Library
BULLETIN BOARD POLICY

Purpose

The William B. Ogden Free Library recognizes its role as a source of community information. The library's public bulletin board, display space, and information distribution spaces provide visitors with information about cultural, educational, civic, and charitable activities and services in the area.

Policy

Posting permission will be given based upon the limitations of display space, the timeliness of the material, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. Nonpartisan election information may be accepted. The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials.

Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the material. Posting or distribution of any such materials in the library does not indicate library endorsement of the ideas, issues, or events promoted by that material.

Posting Guidelines

- All notices, posters, and free literature must be approved and placed on the bulletin board or in the display spaces by library staff. Items found posted without permission will be removed. All notices should be left at the circulation desk for staff approval.
- Locally-oriented newspapers/magazines available for free distribution will be accepted as space permits.
- Advertised events should occur within 30 days. Notices advertising dated activities will be removed as soon as the event is over. Notices about services or events with no end date will be displayed for a period not to exceed 30 days. WBOFL reserves the right to provide space for material which provides information to visitors or residents on a continuing basis (such as crisis services, etc.).
- The library assumes no responsibility for the preservation or protection of material posted or distributed. Materials will not be returned.

Adopted: July 26, 2022

Reviewed without Changes: April 2023