

## **BULLETIN BOARD AND DISPLAY POLICY**

Use of the Library's facilities for display items, posting of notices, or distribution of pamphlets by individuals or organizations is a privilege subject to prior review and approval by the Library Board of Trustees in accordance with this policy.

- The Library bulletin board is to be used for the posting of notices of Library business or activities and public service items of educational or cultural interest to the community by chartered not-for-profit organizations.
- Members of the public are not permitted to post notices or distribute pamphlets on Library property. Only authorized Library personnel may post notices on the Library bulletin board. Any notice to be considered for posting must be submitted to the Librarian-in-Charge.

Notices or pamphlets displayed without authorization will be removed and discarded.

- Library display facilities may not be used for advertising, personal services or for commercial notices.
- Display items must contain the name, address and telephone number of the sponsoring agency or authorized representative.
- Notice size (physical dimensions) may be restricted if deemed necessary to maximize available space.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The Library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information in the Library. The Library accepts no responsibility for loss or damage to any item accepted for posting.

This policy is determined by the Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.

Adopted by the Board of Trustees of the  
Jericho Public Library March 18, 2002  
Reviewed and Reaffirmed December 13, 2022