

Signs, Posting, & Handouts Policy

Policy Statement

The Van Buren District Library welcomes the use of its bulletin boards and brochure racks for public notification of events, activities, and organizations.

Regulations

1. Space is limited. Notices normally should not exceed 8.5" by 11", and should never exceed 11" x 17". Priority is given to library-related and local government items. The order of priority is:
 - A. Library and library-related items.
 - B. City/village government publications.
 - C. Other government publications.
 - D. Non-commercial materials of local, civic, cultural, educational or recreational interest.
 - E. Lost pets.
 - F. Free community newspapers and magazines, with or without advertising, containing news and feature articles of local interest (The Library has limited space for these materials.)
2. Forms of literature that are ineligible for Library display or distribution include:
 - A. Items advertising or promoting business or commercial entities, advertisements of businesses, products, or services.
 - B. Direct requests for contributions for an individual, event, or organization (including non-profit or charitable institutions).
 - C. Information about any event that is not open to the public.
 - D. Personal notices, handouts, and advertisements of articles for sale.
 - E. Job postings and participant requests for medical studies or other research.
 - F. Signs, brochures, and other materials that include religious or political doctrine.
 - G. Political campaign materials, except for non-partisan voting guides.
 - H. Sloppy, unattractive, or worn-out notices.

Procedures

3. All items submitted for posting must comply with this policy.
4. Organizations may mail or deliver their items directly to the Library. Only designated Library staff may post or remove materials for public display or distribution.
5. All materials for public display or distribution must include:

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- A. The organization's name.
 - B. Address.
 - C. Web address (if applicable).
 - D. Email address (if applicable).
 - E. Telephone number.
6. Materials left for posting or distribution without library authorization may be discarded.
 7. In general, bulletin board notices are accepted for dated material only, not to exceed thirty days (30 days), as space permits.
 8. Activities having no specific date may be displayed for a reasonable length of time (as determined by the branch librarian) or up to thirty days (30 days).
 9. Unused materials will be discarded or recycled.
 10. Acceptance of materials for display does not imply the Library's endorsement of a group or organization, its policies or beliefs.
 11. Application of this policy will be based on the judgment of the Library Director or his/her designee.

Approved: June 22, 2015
Van Buren District Library Board of Trustees