

## Bulletin Board / Exhibits Policy

### Policy Statement:

The Atlantic Public Library serves the community through providing information and enrichment for personal achievement and to satisfy curiosity. The library gives priority to notices for local programs and events that promote literacy. Other types of events appropriate for posting include concerts, cultural events, lectures, and workshops.

### Regulations:

1. All notices and exhibits must first be approved by the library staff to ensure it complies with this policy. Allowing the posting or exhibit does not imply endorsement of any events or services advertised.
2. Bulletin boards will have designated space for library events, job postings, and general community announcements. Preference will be given to events in Atlantic and Cass County.
3. Notices from community organizations and clubs, educational institutions, government agencies, and non-profit organizations may be posted provided they are of reasonable size and attractive in appearance. For-profit companies and individuals may also post notices that are consistent with the policy statement above. Community notices are posted on a "first come, first served" basis.
4. Notices advertising programs and events for which there is a fee may be displayed if they align with the library's mission. Advertisements for services such as housecleaning, babysitting, yard sales, etc., will not be posted.
5. No outside organization or individual shall be permitted to display or exhibit any materials, leaflets, or posters advocating an affirmative or negative vote for or against any proposition, whether political or otherwise. Governmental bodies are prohibited from displaying political posters, brochures, flyers, or promotional literature of any type.
6. Notices and exhibits will not be kept for more than a month.
7. No organization or individual shall be permitted to place in the library any box, receptacle, or canister which solicits donations (other than library projects); nor shall any poster or display be permitted which advocates or solicits consideration of any project or item sold by any commercial enterprise.
8. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.
9. The Library Director will have final say on whether a notice may be posted or an exhibit displayed.
10. Complaints about this Bulletin Board Policy or about the content of a particular notice should be addressed to the Library Director. If a complaint cannot be resolved at this level, it may be addressed to the Library Board.

## Gifts of Artwork

The Atlantic Public Library Board of Trustees will decide on a case-by-case basis for all gifts of artwork from the community and library patrons, although it is the wish of the Atlantic Library Board at this time to not make the library a "museum of artifacts."

## Procedures

- Organizations or individuals interested in posting items on public bulletin boards may either bring the item into the Library or send it by mail. Items not accepted for posting will not be returned. Unauthorized items posted on any Library bulletin board will be removed and discarded.
- All notices must include the name of the person or organization in charge of the event and contact information.
- Notices should generally be no larger than 8-1/2" x11", larger notices will be considered, space permitting, but may be refused based solely on size.
- Notices may be posted by any library employee based on the Bulletin Board Policy. If there is doubt as to whether or not the notice fits in with library guidelines, the Library Director will determine whether a notice may be posted.
- Notices will not be posted more than one month in advance of the date of the activity or activities advertised. The library will not hold onto notices and then post them at a later date. Notices will be discarded after the date of the activity advertised.
- Notices that are not date sensitive may be posted for up to one month, space permitting; each notice will be marked with the date it was posted and will be discarded after the month is over.
- The Library Director or a staff member who has been designated by the director will be responsible for the appearance and timeliness of items posted on public bulletin boards and exhibits on display.

Adopted: 1999

Amended: 2018