

Drake Community Library Bulletin Board and Pamphlet Rack Policy

Purpose

The library maintains a community bulletin board and pamphlet rack to share information about library activities, public events, and nonprofit organizations for the purpose of calling attention to local activities, events, and official notices.

The Library Board upholds Article VI of the American Library Association's *Library Bill of Rights*, which states that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Posting Priorities

1. Library programs, services, and announcements.
2. Programs and activities organized by nonprofit organizations, including churches, schools (preschool through university), and city and county governments.

Restrictions

- The library will not accept commercial advertisements or notices promoting for-profit businesses or individuals.
- Personal notices, including lost-and-found postings, items for sale, notices for free items (such as kittens or puppies), or solicitations, will not be posted.
- Campaign materials or literature related to political candidates, ballot measures, or advocacy campaigns are not allowed.
- Information to be posted or stocked in pamphlet racks must be suitable for general public viewing by all age groups.
- The library reserves the right to refuse notices or pamphlets if the content lacks current interest or informative value or otherwise fails to meet the guidelines in this policy.

Posting Duration & Size

- Event-related announcements may be posted up to one month before the event date.
- General informational posters (without specific event dates) may be removed if space is needed for time-sensitive notices.
- Large posters may be declined due to space limitations.

Approval & Liability

- Posting or stocking items does not imply Library endorsement of the content, nor will the library accept responsibility for the accuracy of statements made in such materials.
- The library is not responsible for materials that are lost, damaged, or stolen.
- All items must be approved by the Library Director or their designee before being posted or stocked in pamphlet racks.
- Items will be added and withdrawn as space allows, with consideration given to event timing and the length of time materials have been displayed.
- The library may remove and discard materials at any time.

Reviewed 9/09
Reviewed 02/14
Reviewed 02/17
Reviewed 07/21
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