

Cook Memorial Library

Community Bulletin Board Policy & Guidelines

Policy Statement

In keeping with the Cook Memorial Library's overall philosophy of providing access to a wide range of information sources, the Library provides bulletin board space for local non-profit events and activities. Programs and events publicized through the Library's bulletin boards should be compatible with the Library's purpose of providing educational, cultural, recreational, and informational services to the community.

Permission to post on the community bulletin boards shall be given based upon the limitations of display space, the timeliness of the material, and the relevance of material to the civic, educational, informational, cultural, recreational, or vocational life of the community.

The Library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. The Library may make exceptions for announcements of educational opportunities provided by for-profit businesses. Political materials may only provide non-partisan information on ballot issues and information on non-partisan races; postings may not ask individuals to vote for or against a person or an issue. Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status or which advocates in any way for such discrimination will not be allowed.

Authorization to post on the community bulletin boards will be based upon the provisions of this policy and will not be based upon the viewpoints, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the material. Posting or distribution of any such material in the Library does not indicate Library endorsement of the ideas, viewpoints, issues, or events promoted by that material.

Guidelines for Posting

1. All notices, posters, and free literature must be approved by the Library Director or their designee and placed on the bulletin board or in the display racks by library staff. Materials posted without permission will be removed. All notices may be left at the Service Desk for Library Director approval. Library Director will date and initial all approved postings.
2. Preference will be given to posters measuring 11"x17" or smaller. Poorly constructed posters or flyers will not be posted.
3. Due to limited bulletin board and display space, there is no guarantee that all materials submitted will be posted or displayed.
4. Locally-oriented newspapers/magazines available for free distribution will be accepted as space permits.
5. 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.
6. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.