



Library Bulletin Boards and Public Information Policy

Glen Rock Public Library makes a limited amount of bulletin board and public information shelf space available for flyers, notices, and printed information, such as brochures, that may be of interest to the community. Priority will be given to local not-for-profit groups that provide community services and events of educational, cultural or recreational value and interest. Accepting a notice or providing space does not constitute Library endorsement. The Library makes the determination of what materials can be posted and made available.

To request this free service, flyers and other materials must be submitted to a staff person at the circulation desk. Materials must be posted by a staff person, not the person submitting the materials. The name and contact information of the person responsible for submitting the material must be attached to the submitted material. It may take at least one week for submitted material to be authorized and posted.

GUIDELINES:

All materials posted or distributed must comply with this policy and any other applicable Library regulations, policies, or guidelines.

The material should be of civic, cultural, educational or informational interest or value related to programs or events of a local nature sponsored or presented by local non-profit organizations, educational, or governmental agencies.

At its discretion, the Library may distribute newspapers and other materials which are provided free of charge at the Library. The library does not accept for posting or “giveaway” any materials that advertise services that are for personal profit or use or personal messages.

All notices and flyers, brochures, etc. must be approved by an authorized member of Library staff. The staff person’s initials and the date of posting will be clearly written on the back of the notice. Notices and other information that have been posted without being approved will be taken down immediately.

Library staff is responsible for removing items after the information has expired or 30 days, whichever is sooner. Some bulk items such as transit schedules will remain, but will be updated as needed.

Items larger than letter sized may not be accepted due to space limitations.

The following materials may not be accepted:

- Materials inconsistent with library policies
- Campaign literature for a political candidate
- Campaign literature for political issues unless authorized by the Board of Trustees. Non-partisan election information, such as the League of Women Voters brochures, is allowed
- Materials exclusively promoting for-profit and commercial products or services
- Materials asking Library visitors to sign a petition or letter
- Handwritten materials

Adopted by the Glen Rock Library Board of Trustees on September 12, 2013

