

## **Public Posting Policy**

Bulletin board materials may be submitted for posting by local nonprofit organizations, government agencies and individuals for civic, educational, or cultural purposes for the betterment of the whole community. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director or designee must approve all postings and may prohibit postings that do not meet library standards.

Library staff will place and remove postings promptly. Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

Adopted: February 2004 | Revised June 2013