

PUBLIC NOTICE BULLETIN BOARD POLICY KIMBALL PUBLIC LIBRARY

For public notices of community interest, a community bulletin board is available to non-profit, advocacy, and/or civic organizations sponsoring charitable, cultural, educational, and/or recreational events and to profit-making groups sponsoring these types of events in the public interest.

1. The Library Director must approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly.
2. Prior to posting, all notices must be brought to the attention of the Library Director or a member of the Staff. Each notice must include the name, address, and telephone number of a contact person.
3. The Library has the right to review the notice before it is posted. The Library does not accept notices that are judged to be illegal or inappropriate for public viewing in a place that is free and open to people of all ages. A decision not to accept a notice may be appealed to the Board of Library Trustees.
4. All postings are subject to the availability of space and will be accepted on a first come, first served basis.
5. Notices may remain posted for as long as information is current.
6. Notices posted become Library property and will be discarded when information is no longer current or at the discretion of the Library Staff. Persons wishing to reclaim posted material may do so by special prearrangement.
7. Items to be posted must be neat and clearly readable and must not exceed 11" x 17".
8. Arrangement of the board(s) is the responsibility of Library Staff.
9. The library will not be responsible for returning materials.

APPROVED 6/8/15

REVIEWED AND APPROVED 1/8/18

Reviewed, Revised, and Approved 1/11/2021