

## **POLICY FOR USES OF PUBLIC NOTICE DISPLAY AREAS AND DISTRIBUTION OF MATERIALS**

Each affiliated library may provide bulletin board or table space for public notices.

If a library elects to make such space available, exhibit space for public materials will be made on an equitable basis, regardless of the beliefs or affiliations of those requesting its use. The library's exhibit space is open to organizations and individuals engaged in educational, cultural, intellectual or charitable activities. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries allowing display of public notices shall post a permanent notice near or on the exhibit area that the library does not advocate or endorse the viewpoints of exhibits or exhibitors. Each library shall develop and post criteria regarding the size of material allowed for display, the length of time material may remain in the display area, the frequency with which material may be posted by the same group, and the geographic area from which notices will be accepted.

Affiliated libraries will not be responsible for policing the public notice display area except to remove outdated materials or materials not meeting guidelines, or to keep the area neat. Libraries electing to make such space available will simply make it available under these guidelines, but cannot guarantee the safety of posted material. Library staff will under no circumstances remove postings except for materials that are outdated, larger than guidelines allow, or posted outside the display area.

No public notices will be displayed on the doors or in the windows of the libraries except for those relating to library-sponsored activities.