



BULLETIN BOARD POSTING POLICY

The D.A. Hurd Library provides bulletin boards and brochure racks in public service areas for the posting of information and announcements of interest to the community. The library encourages information brochures and announcements related to area cultural, educational, and civic events.

Library staff will be responsible for posting and removing all materials in these areas. All postings are subject to approval of the Library Director. The library reserves the right to remove or move any material.

General Guidelines

- All notices are subject to space availability
- Priority is given to materials announcing library events and notices
- Notices from any educational, cultural or civic group may be displayed.
- Events may be posted for a 1 month time period unless permission for extension is obtained
- Items should be of reasonable size, preferably no larger than 12”X18” and must meet acceptable standards as determined by the Library Director, whose decision is final
- Display or posting does not imply library endorsement

Not Acceptable

- Anonymous notices or those that do not clearly identify the person or organization involved
- Announcement or advertisement of a commercial nature including, but not limited to, items for sale, yard sales, services for hire, contests, auctions, etc (excludes cultural events, educational courses which charge a fee or admission, and events that benefit a local non-profit organization)
- Notices from political parties including campaign information
- Multiple copies of posters or announcements