

## Clarence Public Library Bulletin Board Policy

1. The bulletin boards in the Clarence Public Library are for the purpose of promoting library and community oriented educational, cultural, and recreational materials and events.
2. These bulletin boards are not to be used to promote any commercial, political or controversial issues. Library bulletin boards are not intended as a forum for the expression of the views or opinions of individuals or groups.
3. Any notice to be considered for posting must be submitted to Library management for approval. Only authorized Library personnel may post or remove notices. Notices posted without authorization will be removed.
4. Any items placed on the library bulletin boards must contain the following:
  - Name of the sponsoring agency
  - Address, email address (if applicable) and/or telephone number of the sponsoring agency
5. Publicity regarding programs which charge a fee may not be placed on the library bulletin boards with the following exceptions:
  - Programs for non-profit organizations
  - Programs of local schools and educational institutions
  - Programs of cultural organizations
6. The following will not be accepted for posting:
  - Materials endorsing or opposing the election of any candidate for public office
  - Materials endorsing or opposing the adoption of federal, state or local legislation
  - Materials promoting commercial products or services

Postings must be for the benefit of the community.

Posting authorization is based on the provisions of this policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices. Decisions regarding specific materials may be made by the Director and/or the Clarence Library Board of Trustees. Failure to comply with this policy may result in denial of posting privileges.

**Adopted October 26, 2015**

**Reviewed March 25, 2019**

**Clarence Public Library Board of Trustees**