



## **Bulletin Board Policy**

### **Purpose**

Bulletin boards are provided for the purpose of informing the public of:

1. Events and programs sponsored by the Library. Library announcements have priority for the use of bulletin board space.
2. Postings from the Town of Shelburne and other government agencies.
3. Events of a civic, cultural, informational, or recreational nature held in the area served by the library and sponsored by community, non-profit organizations, or neighborhood groups.

### **Procedures**

1. A physical copy of all items intended for posting on a library bulletin board must first be submitted for approval by a library staff member. Items posted without approval are subject to removal.
2. Approval will be granted based upon library policy and subject to available space.
3. Postings that are 8.5" x 11" inches are preferred. Items larger than 11"x17" will not be posted.
4. Approved items will be dated and posted for a maximum of 30 days.

### **Exclusions**

The following items/types will not be approved for use on bulletin boards:

1. Political campaign materials of a partisan nature urging people to vote for or against a person or an issue.
2. Postings designed for individual or commercial profit or gain.
3. Personal notices and petitions.

4. Postings proselytizing for a specific religious sect or affiliation.
5. Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.
6. Undated materials.

In the event that a group or individual would like to appeal the library's decision not to display an item, an appeal may be made, in writing, to the Director of the Library, whose decision will be final.