

## Black Watch Memorial Library Public Bulletin Board Policy

The Black Watch Memorial Library provides public bulletin boards in order to meet the information needs of the community. The bulletin board is for individuals and groups in the community to announce events and services that are of general and current interest. By providing a public bulletin board, the library does not imply endorsement of the events or services advertised.

The following applies to the public bulletin board:

1. Notices must be submitted to staff for posting in designated area(s) and may not be mounted to walls, doors, windows or other surfaces.
2. Approved notices, posters, and brochures will be posted as space on the board becomes available and at the staff's discretion. If the board is crowded, library staff reserve the right to select notices for events with the widest appeal.
3. Notices of events will be removed after the event takes place.
4. Notices that are not date sensitive may be posted for up to three months, space permitting; each notice will be marked with the date it was posted.
5. Once notices are removed, they are discarded.
6. Oversize posters may be rejected due to space limitations.
7. Notices posted or left on tables/counters without authorization will be removed and discarded.
8. The library reserves the right to remove any notice that it deems inappropriate.
9. All materials posted become the property of the library unless other prior arrangements have been made.
10. Acceptance of materials for display does not imply the library's endorsement of a group or organization.