

## **Community Bulletin Boards and Literature Racks Policy**

As a resource to its service area, Mentor Public Library provides both bulletin boards and information racks for the posting and distribution of information related to educational, cultural, intellectual, or charitable activities and events. This privilege is open to all groups, regardless of political, religious or moral ideology.

The Library must approve all materials and will be based on the appearance, contents, timeliness, local interest, and general suitability of the announcements. Unauthorized materials will be discarded. Limited space generally allows only short-term notices and on a first-come first served basis. Local organizations and events may be given preference as well as organizations or businesses who currently partner with the Library.

Such bulletins, brochures, and posters to be displayed must meet the following guidelines:

- Items to be displayed should be of reasonable size, generally 8 ½ X 14, or smaller.
- Informational, nonpartisan political events will be publicized.
- Information regarding money-making events sponsored by any profit-making organization will not be displayed.
- Information regarding contests or solicitations of any kind will not be displayed unless sponsored by an area library or nonprofit.
- The Library does not have sufficient space to allow varying viewpoints to be exhibited on topics and institutions which are subject to controversy, such as politics, sex, religion, gun control, etc.

Explicitly excluded are notices of merchandise for sale, rental announcements, job postings, and notices of sales or auctions and related events. This would not exclude dinners or similar events held for the benefit of nonprofit organizations.

The presence of a poster, brochure, flyer or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

Procedures: The organization must request permission to post a notice from the Library. Upon approval by the Library, a staff member will then post the notice. Once given to the Library for distribution or display items cannot be returned. All items will be removed after an event's activity date and/or in a timely manner.

**Approved by the Board of Trustees July 18, 2018**