

SECTION:	PS 2	OPERATIONS
SUBSECTION:	PS 2.7	DISPLAY AND DISTRIBUTION OF NON-LIBRARY MATERIALS
POLICY:	PS 2.71	POSTINGS (BULLETIN BOARDS AND LITERATURE DISPLAY RACKS)
REVISIONS:		5/9/90; 5/26/99; 06/21/23

In keeping with the Ashtabula County District Library’s (ACDL) overall philosophy of providing access to a wide range of information sources, a public bulletin board and/or literature display rack may be available at each library location for community groups and organizations wanting to publicize meetings, programs, services, and/or special events. Programs and events publicized through Library bulletin boards and/or display racks should be compatible with the library’s purpose of providing educational, cultural, recreational, and/or information services to the community.

Permission shall be granted based upon the limitations of display space, the timeliness of the material and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. Staff may make exceptions for announcements of educational opportunities provided by profit-making businesses, or items including a variety of beneficiaries. Political materials may provide nonpartisan information of ballot issues and information on non-partisan races.

Authorization will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the non-profit group or the viewpoints expressed in the material. Posting or distribution of any such material in the library does not indicate Library endorsement of the ideas, issues, or events promoted by that material.

Stipulations:

- All notices, posters, and free literature must be approved and placed on the bulletin board or in a display rack by library staff. Items found posted without permission will be removed and discarded. All postings should be left at the circulation desk for appropriate staff approval.
- Locally oriented newspapers/magazines available for free distribution will be accepted as space permits.
- Advertised events should occur within thirty (30) days. Notices advertising dated activities will be removed as soon as the event is over. Notices about services or events with no end date will be displayed for a period not to exceed thirty (30) days.
- ACDL assumes no responsibility for the preservation or protection of material posted or distributed. The library will not be responsible for returning displayed materials.

Materials accepted for posting, not to exceed 8.5” x 11” will be based on appearance, timeliness, local interest and general suitability of the announcement.