

Lied Public Library Policy**Section: Access, Services, and Programs****Subject: Bulletin Board and Poster Policy****Board****Approved:11-2004****Reviewed:04-2015, 04-2018****Revised:12-2008, 02-2011, 02-2013****Bulletin Board and Poster Policy**

- Only posters, which deal with educational/cultural activities, events, or available services, and occur in the library's geographic service area, will be accepted for posting.
- Posters will be accepted which promote a particular religious, political, social or other point of view only insofar as they are limited to informing of a particular event, public meeting, or public service.
- Posters will not be accepted which advocate the defeat or election of a candidate for public office, or which advocate an affirmative or negative vote for or against any proposition, political or otherwise.
- Posters will not be accepted which advocate or solicit consideration of any product or item sold by any commercial or charitable enterprise (exceptions may be made for local fundraising events).
- Event charges must be indicated on the poster.
- The sponsoring agency must be indicated on the poster, with address and telephone number, and a contact person if possible.
- Posters should be concise, informative, and have a "professional" appearance. They should not exceed 18" in height, with an 8 1/2" x 11" size preferred. No box, receptacle, canister, or tear-off edge may be a part of any posting.
- Posters will not be returned unless specific arrangements are made for doing so when left at the library. The library assumes no responsibility for the preservation or protection of posters or for the possible damage or theft of any item posted. Items that have been defaced will be removed.
- The library reserves the right to limit the period of time and number of any poster(s) displayed.
- Posters must be given to staff for review and posting.