

Public Library of Union County

Title	Public Bulletin Board and Brochure Rack Policy
Date of Adoption	
Approved By	
Last Reviewed/ Revised Date	Format revised, May 1, 2022

PURPOSE

SCOPE

POLICY

The Public Library for Union County, as an informative center, welcomes flyers, brochures, and posters of community and non-profit activities, organizations, and services.

Commercial advertising and printed material for personal gain however will not be accepted for posting or distribution.

All items for posting must be submitted to library staff for approval.

Items found on the public bulletin board and/or brochure racks that were not approved by the library will be removed.

Due to space constraints it is preferred items for posting are 8 ½ "X 11" or smaller. If space permits, accommodations may be made for larger posters. Postings already on the bulletin board will not be removed to make space for larger items.

Items may be posted up to six weeks prior to the start date of the advertised event.

The library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will not be returned.

Use of the bulletin board and/or brochure rack in no way constitutes an endorsement by the library of the individual or organization or the items posted.

DEFINITIONS

RELATED POLICIES AND OTHER REFERENCES

WEBSITE ADDRESS

HISTORY OF UPDATES