

# **River Falls Public Library**

## **Bulletin Board Policy**

Approved: 5/4/98, Amended: 12/2/02

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There are two public bulletin boards, one located in each of the vestibules of the library lobby. The bulletin boards are available to the public for posting information of interest to the community. Posted information does not constitute endorsement by the library.

The space is available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

- All public notices must be approved, initialed, and dated by library staff. Items that have not been initialed by staff will be removed.
- Bulletin boards will be checked weekly and outdated items will be removed. Bulletin boards will be cleared at the beginning of each month. Exceptions may be granted at the discretion of staff members for dated events that have not yet occurred.
- No organization or individual will be granted permanent display status.
- Due to the limited size of the bulletin boards, oversize posters cannot be accepted for display.

Notices may be attached with tacks or pins, available from the library staff. Notices taped to the walls instead of bulletin boards will be removed.