

## **BULLETIN BOARD POLICY**

The La Porte County Public Library provides, in each of its public buildings, display racks, bulletin boards or other such space for posting of information for the public. The bulletin boards, and pamphlet racks serve as a medium of communication between the Library and the public to make pertinent information available to visitors to Library facilities.

Because available space is limited, the following priority in posting or distributing information will be followed:

1. First priority is given to library materials.
2. Second priority is given to materials that relate to the Library's goals; i.e. materials that are educational, cultural and/or informational.
3. Third priority is given to other materials.

In making space available, the Library does not endorse the policies, beliefs or activities described in the posted or distributed materials.

The Library does not guarantee that materials will be up for a specific time period.

The Library reserves the right to remove outdated materials.

All notices and displays are posted at the risk of the person or group, and the Library bears no responsibility for damage to notices or for their unauthorized removal from the display areas.

Containers for monetary contributions may not be placed in the Library.

Containers for food drives, clothing drives, and other similar collections may be accepted for a limited duration of time. All requests to place a container for these types of donations must be sent to the Assistant Director or the Director prior to placement. Approved containers must meet the following criteria:

- Only one collection container will be allowed in each building at any time
- Approved collection container size is no more than 4' high by 4' wide by 4' deep
- Approved collection will be for 4 weeks or less
- The container used for collection must be clearly labelled with the purpose of the collection and the name of the group or organization that arranged the collection
- The Library and staff are not responsible for items placed in any collection container

All use of display racks, bulletin boards or other such spaces must be done in a manner that does not disrupt or interfere with the use of the library or its facilities.

10/19/2023---Adopted