

**Policy Title:** Bulletin Boards and Distribution of Non-Library Print Materials Policy  
**Date adopted:** 07/1998  
**Date amended:** 03/2000; 08/2017  
**Date last reviewed:** 08/2017

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Stillwater Public Library provides Bulletin Board/Distribution space for free non-library print materials and literature of local interest. This policy defines the use of bulletin boards and distribution space.

Stillwater Public Library recognizes its role as a source of community information. Due to space limitations the library must set limits and priorities for distribution and/or display of printed materials (fliers, brochures, posters, newspapers, etc.) within the library facilities.

#### **BULLETIN BOARD & DISTRIBUTION OF NONPRINT MATERIALS**

Bulletin board/distribution space is provided in the library foyer for news about library related activities and announcements of forthcoming or continuing educational, social, cultural or entertainment activities within the community. Examples include:

- Fliers, brochures, announcements, or schedules distributed or sponsored by a nonprofit organization, group or agency or by any federal, state or local government agency pertaining to service provided by government to citizens.
- Educational, social, or cultural services directories facilitating contact between citizens and organizations.

Any group or individual within the community may use this space for the distribution of free materials for any lawful propose.

Items for distribution should be left at the Public Services desk in the library and are subject to the approval of the Library Director or his/her designate.

Information displayed without authorization will be removed and discarded.

Due to the competition for space, the library may make reasonable restrictions on time, space and manner in which items may be displayed or distributed. Items will be removed after date of event or within 30 days of posting.

The library reserves the right to determine both the number of copies to be displayed and the location for their display within the foyer and other designated spaces.

In case of free publications, distributors are expected to deliver publications regularly.

The library does not advocate or endorse the viewpoints of organizations permitted to post or distribute information at the Bulletin Board/Distribution space in the library foyer and other designated spaces.

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*The most current policy supersedes any and all previous policies issued relative to this subject.*