

COMMUNITY INFORMATION & BULLETIN BOARD POLICY

Statement of Purpose

The purpose of the Library's Community Information and Bulletin Board Policy is to provide an opportunity for government, non-profit, and non-commercial organizations involved in educational, civic, cultural or charitable activities to display notices and flyers that promote awareness of resources, services and events of interest to library users and the community.

General Guidelines

1. Bulletin boards, literature racks, countertops, and tables are reserved for the display of informational notices and flyers of interest to the community at-large. Materials to be posted, displayed, or distributed to the public must be submitted for approval to Library staff and are subject to review by Library Management and/or the Library Director. Unauthorized materials found in the Library or on bulletin boards will be discarded.
2. Notices/flyers must contain the name and contact information of the sponsoring agency and/or its authorized representative.
3. Notices/flyers for individuals (e.g. garage sales, lost pets), for-profit groups, or commercial businesses are not permitted.
4. In general, one notice per event or issue is permitted.
5. Notices and flyers must be neatly or professionally done.
6. Notices and flyers will be removed when they are no longer timely or when space is required for more current items.
7. Notices/flyers that are not date sensitive may be posted for up to three months, space permitting.
8. The Library assumes no responsibility for the preservation or protection of any notices/flyers.
9. In fairness to the numerous community groups, the Library may control the frequency with which notices may be posted by the same organization.
10. Due to space considerations, notices should be no larger than legal size (8.5" x 14").
11. The Library reserves the right to refuse or remove any notice/flyer that does not comply with these policies and guidelines.
12. Use of the Library's bulletin boards and display areas does not imply endorsement by the Dothan Houston County Library System of the information posted.