

# Bulletin Board Policy

The Portage District Library ("Library") provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Bulletin Board Policy ("Policy") does not apply to the Library's use or co-sponsored use and the Library's use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

## I. Bulletin Board Space:

- A.** Bulletin Boards. Bulletin Board space is also limited to the following areas ("Bulletin Boards"):
  - 1. Front Entrance
  - 2. Other areas as designated by Library Director.
- B.** Accessible to All Patrons. All pre-approved Bulletin Boards within the Library are open to adults and children of all ages and sensibilities.
- C.** Availability. Bulletin Boards are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

## II. Bulletin Board Space.

- A.** Approval. All notices for the Bulletin Board are to be given to the Adult Information Desk for the Library Director or their designee's approval and posting pursuant to this Policy.
- B.** Time Limit. Materials shall be posted for no more than two (2) weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document. Postings that are not time sensitive, ie, happen throughout the year, may be delayed until there is room on the board as time sensitive postings are removed.
- C.** Nature of Materials. Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted.
- D.** Limit on Notices. There is a limit of one posting per sponsor at a time in any Bulletin Board. On the Bulletin Board, items must contain the name of the sponsor of that item and may not be larger than 11 x 17. Items may be reduced in size by library staff to fit available space. Further, multiple copies may not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the Bulletin Board.
- E.** No Violations of Law. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.
- F.** No Endorsement. All postings must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

## III. Right of Appeal

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Display Spaces may appeal that decision to the Portage District Library Board ("Library Board"). Such appeal shall be made within 10 business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.



