



## **Bulletin Board Procedure**

### PURPOSE:

ACPL recognizes its role as a source of community information. Most locations have bulletin boards to provide display space for relevant community information.

### PROCEDURE:

Bulletin boards may be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to citizens
- Postings announcing community services and volunteer opportunities
- Nonpartisan election information

Bulletin boards may not be used for the following types of information:

- Commercial notices, solicitations, business cards, third-party job postings (unless part of an ACPL job fair, etc.), and retail advertising
- Personal notices of items for sale
- Personal solicitations for fundraisers (i.e. walkathons, auctions, galas, etc.)
- Materials or activities that support or oppose any political candidate, elected official, political party, or ballot measure
- Materials or activities that are in violation of the [ACPL Patron Behavior Policy](#)
- Any form of harassment or hate speech based on race, sex, color, religion, age, national origin, ancestry, citizenship status, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity/expression, or political affiliation
- Any material that is illegal in nature or that promotes (or suggests) activity that violates federal, state, or local laws, rules or regulations

### Posting Guidelines:

- All postings must be approved by the branch manager or designated staff member. A minimum of 7 days is required for approval. If approved, the materials will be noted as approved, dated, and posted on community boards.
- All postings must be appropriate for viewing by all ages (i.e. postings should not be obscene, libelous, threatening or profane, etc.).
- All postings must include a contact person and email or phone number to contact them.
- Items shall be posted only on designated community boards and not on walls, windows, or doors.
- ACPL reserves the right to remove any posted item at any time and for any reason, except for reasons based on race, sex, color, religion, age, national origin, ancestry, citizenship status, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity/expression, or political affiliation. Materials posted or left for free distribution without approval will be discarded. Outdated or redundant materials will be removed at the discretion of branch management to allow for accuracy and spacing.
- ACPL may limit the period of time any item may remain on display.
- ACPL reserves the right to provide space for announcements which provide information to visitors or residents on a continuing basis (such as bus schedules, crisis services, etc.).

- ACPL assumes no responsibility for the preservation or protection of materials posted or placed for free distribution.
- Permission to post material does not in any way constitute library endorsement or responsibility for a group's policies, beliefs, actions, activities, or events. Purposes, objectives, or views of groups using the bulletin board space shall not be advertised in any way to suggest that they are endorsed by ACPL.
- If needed, prioritization will be given to materials that reinforce the ACPL's mission of enriching the community through lifelong learning and discovery.

#### IMPLEMENTATION:

1. All ACPL personnel shall be responsible for enforcing this procedure.
2. Branch managers are the initial approvers. If additional guidance is needed, ACPL Marketing may be consulted, who may seek further consultation with ACPL Executive staff and/or legal counsel.
3. A web landing page will be created with the procedure for the public to see in advance. It will include locations of boards, the procedure itself, and contact information for approvals.
4. Signage shall be placed near each bulletin board with the following verbiage:

#### COMMUNITY BOARD:

This board is intended for community postings. All postings must be approved in advance and in accordance with the ACPL Bulletin Board Procedure located at [acpl.info/bulletinboard](http://acpl.info/bulletinboard).

Posted information does not in any way constitute library endorsement of or responsibility for a group's policies, beliefs, actions, activities, or events.