



MNG-8: Bulletin Board Postings and Handouts

Bulletin board materials for posting and handouts for distribution may be submitted by nonprofit organizations for civic, cultural, educational or recreational purposes. Space is limited. The Library Director or designee must approve all postings or handouts and may prohibit items which do not meet Library policy. Library staff will place and remove postings and handouts in a timely manner.

Items considered suitable for distribution or posting include (in descending order of priority):

- A. Lake Bluff Public Library and other Library-related items
- B. Vliet Center items
- C. Lake Bluff village government publications
- D. Other government publications of local interest
- E. Non-profit organization materials of local civic, cultural, educational or recreational interest.
- F. Community newspapers and magazines distributed free of charge with or without advertising, containing news and feature articles of local interest.
- G. Directories distributed free of charge and of local interest will be distributed only as space permits.

Forms of literature unacceptable or unsuitable for Library distribution or posting include:

- A. Items advertising or promoting business or commercial entities, advertisements of businesses, products or services.
- B. Requests for contributions of any kind.
- C. Information about any event or activity not open to the public.
- D. Political notices of a partisan nature
- E. Personal notices and handouts and personal advertisements of articles for sale.
- F. Job postings and requests for study participants for medical or other research.
- G. Non-profit organization events which charge a fee, newsletters and meeting minutes.

Procedures:

- A. Organizations have the option to mail or deliver their items directly to the Library.
- B. Materials for public display or distribution must be posted and removed by Library staff.
- C. Each item posted will be dated and signed by the staff member accepting the item.
- D. Items for posting or distribution will include the organization's name, address, web address if applicable, and telephone number.
- E. Materials left for posting or distribution without authorization will be discarded.
- F. In general, bulletin board notices are accepted for dated material only, not to exceed a Library Director-designated time window as space permits.
- G. Activities having no specific date may be displayed for a reasonable length of time (as determined by the Library Director and as space permits).
- H. Materials larger than 8-1/2 x 11 inches will be displayed only as space permits.
- I. Unused materials will be discarded or recycled.
- J. A request for return of items will be made at the time the item is submitted.

Approved by the Lake Bluff Library Board of Trustees.