

EASTTOWN LIBRARY & INFORMATION CENTER

POLICY AREA: PUBLIC RELATIONS

POLICY NAME: BULLETIN BOARD AND BROCHURE RACK POLICY

ADOPTED: 3/15/2017

BULLETIN BOARD AND BROCHURE RACK POLICY

The Easttown Library provides a Community Bulletin Board for public use to post flyers, advertisements, and other materials. Consistent with the 1<sup>st</sup> Amendment and the Library Bill of Rights, these items may represent diverse points of view.

Easttown Library staff does not control what items are posted on the Community Bulletin Board. However, prior to posting a notice, the person posting shall date the posting. Easttown Library staff will remove material that are not date specific from the Community Bulletin Board after approximately two months, or sooner if space is needed for new postings. Undated items will be removed immediately. Long-term postings (including hotlines, social service information, and ongoing events) may be displayed longer as space permits. Notices should generally be no larger than 8-1/2"x 11+but larger notices may be posted, space permitting.

All postings must have the name of the sponsoring organization and/or the name of the contact person, including telephone number and/or email address so that the community may contact the sponsoring organization or person.

Postings on bulletin boards must be fastened with thumbtacks or a standard desk stapler.

The manner of such postings must be suitable to a community-based public library that serves all ages in an educational and inclusive environment. Postings for program, services, or activities involving provocative subject matter must nonetheless be suitable to such a library setting. Postings must not violate federal, state, or local laws against obscene materials, such as Pennsylvania Crimes Code, 18 Pa. Con. Stat. Ann. § 5903 (relating to obscene materials), or against actions intended to harass or intimidate others based on protected characteristics including but not limited to race, ethnicity, religion, disability, or sexual orientation, such as 18 Pa. Con. Stat. Ann. § 2706 (relating to terroristic threats), § 2709 (relating to harassment), § 2710 (relating to ethnic intimidation), § 5503 (relating to disorderly conduct).

***The Library reserves the right to remove materials that are not posted in accordance with this policy.***

Any person or organization violating this policy may be denied the opportunity to post material on the Community Bulletin Board and/or other benefits of the Library.

The Library's brochure rack is limited to brochures and handouts that are pre-approved by the Director or his/her designee. Priority for brochure rack materials will be given to library and community services and local cultural/event information. Materials for the brochure rack should be left for consideration at the Circulation Desk.