EASTTOWN LIBRARY

POLICY AREA: PUBLIC RELATIONS
POLICY NAME: BULLETIN BOARD AND BROCHURE RACK POLICY
ADOPTED: 3/15/2017
UPDATED: 8/28/2024

Community Bulletin Board Guidelines

- The Easttown Library provides a Community Bulletin Board for public use for flyers, advertisements, etc. Consistent with the 1st 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. Posting of public materials does not indicate that Easttown Library endorses a particular idea, cause, organization, or activity.
- The person posting shall date the posting.
- Easttown Library staff will remove material that is not date-specific after approximately two months, or sooner if space is needed for new postings. Undated items may 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," however, 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).
- Postings on bulletin boards must be fastened with thumbtacks or a standard desk stapler.
- The postings must be suitable for a community-based public library that serves all ages in an educational and inclusive environment. 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 library privileges.

Brochure Rack Guidelines:

- All brochures and handouts must be pre-approved by the library..
- 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.
- Posting or distribution of free public materials does not indicate that Easttown Library endorses a particular idea, cause, organization, or activity.