

**WINFIELD PUBLIC LIBRARY
PUBLIC POSTING POLICY**

January 2019

WINFIELD PUBLIC LIBRARY

PUBLIC POSTING POLICY

I. Purpose

The purpose of the public bulletin boards and the information rack at the Winfield Public Library is to make available information regarding cultural, recreational, educational, and human services programs and events in the community, which are available or open to the public at large. Distribution or posting information does not imply endorsement by the Library of the ideas, issues, or events promoted by those materials.

II. Procedures for Posting and Placing Material for Distribution

Persons wanting a sign posted or material placed in the information rack should bring it to one of the public desks and leave it for approval. Signs will be reviewed by the library director for posting. Immediate posting is not always possible. Items usually are not posted more than two weeks before an event.

Materials posted or left for free distribution without approval from the Library will be discarded.

Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after 30 days, unless space is available, and the item is considered to be of general interest. Items directly concerned with the Library will be displayed as long as appropriate. Non-dated public service announcements from government agencies or non-profit agencies may be posted if space permits. The Library reserves the right to provide space on a long-term basis for announcements that give specific help to visitors or residents on a continuing basis, such as crisis services.

III. Appearance of Materials

Material to be posted should not exceed 8-1/2" x 11" in size.

No box, receptacle, or canister may be part of any posting.

The Library accepts a maximum of 25 copies of informational leaflets for distribution to the public in the literature display rack. The maximum size for leaflets is 8 ½ x 11. The Library assumes no responsibility for informing community groups when the supply of materials has been exhausted.

IV. Content and Purpose of Materials

Postings about events for which a charge is made must indicate that charge on the poster. The sponsoring agency must be identified on the poster, and an address, telephone number, email, or URL given.

V. Examples of Unacceptable Materials

The following items are examples of unacceptable materials and will not be posted or distributed:

- Business advertisements
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage or other sale signs
- Services, such as babysitting, for which fees are charged
- Signs soliciting donations
- Campaign literature
- Signs larger than 8-1/2"x11"
- Legal notices
- Private instructional courses
- Any materials deemed unacceptable by the library director or designated staff

VI. Review Process

Patrons may appeal in writing any decision of the Library under this Public Posting Policy to the Director of the Library within 10 days.

VII. PROVISION FOR REVIEW OF THIS POLICY

This policy is the basis for the operation and services offered by the Winfield Public Library. It will be reviewed and/or revised on an annual basis. Any matters not covered in this or any other policy will be handled at the discretion of the Winfield Public Library Board of Trustees.

Signed and adopted by the Winfield Library Board of Trustees this 9th day of January 2019.

President, Winfield Library Board of Trustees

Secretary, Winfield Library Board of Trustees