

Effective Date: May 2009

Community Bulletin Board and Display of Free Materials Policy

The Seymour Library maintains public space—bulletin boards and designated areas (e.g. literature racks, countertops and tables)—for the passive dissemination of library, community and public service information.

The Library reserves some library space for the exclusive use of the library to post and distribute materials about library services, programs and events, and materials from the Friends of the Seymour Library and the Foundation of the Seymour Library.

When not needed for library purposes, some bulletin boards and distribution areas are available for use by nonprofit organizations and community groups. Announcements from local (Brockport, Clarkson, and Sweden) organizations will have priority for bulletin board and distribution space.

Rules and Regulations

- Materials to be posted or distributed must be submitted for approval to the library and are subject to review by the Library Director/Designee. Materials not approved for placement will be discarded. Unauthorized materials found in the library and/or on bulletin boards will be discarded.
- If the patron submitting materials is not satisfied with the Library Director/Designee action taken, a written appeal may be made to the Library Board of Trustees whose decision shall be final.
- No organization or individual shall be permitted to post or distribute any materials which advocate the election or defeat of any candidate for office, or which advocate any affirmative or negative vote for or against any proposition.
- Materials must be professionally or neatly done.
- Items printed primarily for the purpose of soliciting business clients or members, requesting ongoing fundraising donations, or selling merchandise will not be permitted.
- Notices for individuals (e.g., garage sales, lost pet notices), for-profit groups, or commercial businesses will not be posted; however, employment notices for these group and businesses may be posted in the Library's career section.
- Due to limited display space, the Library reserves the right to restrict the size, number, and location of posted and distributed materials. Space for posters larger than 11" x 17" is very limited.
- Any bulletin board material received more than one month prior to the event will be posted during the month of the event or as space allows.
- Notices for events will be discarded once the event has occurred. The Library is not responsible for returning posters or saving materials for later distribution to individuals.
- Any item posted or distributed must clearly state the name of the sponsoring organization and contact telephone number for further information and/or clarification.
- The Library assumes no responsibility for the content of the materials posted or displayed, nor for possible damage or theft of materials (including literature racks provided by the

disseminator of the information). Items posted and distributed are for informational purposes only—**Posting and distribution does not imply endorsement by the Library.**

Adopted: May 2009

Revised: April 2019

Reviewed: