



POSTING POLICY

PURPOSE

As a service to the community, information bulletin boards and/or kiosks may be available in designated areas of the library for posting library information, government information, public events, and public service information of non-profit organizations. This policy refers to the posting of informational fliers or posters.

POLICY

Items will be posted based on space available under the following priorities:

1. Library announcements and events.
2. Government (city, state, federal) announcements and events.
3. Events or programs co-sponsored with the Library.
4. Events or programs sponsored by non-profit organizations.
5. Educational opportunities from public and non-profit agencies.

Permission to post an item is at the discretion of the Library Director, his/her designee.

The posting organization assumes full responsibility for content. Display items must be of reasonable size in relation to the space available. In general, items should not be greater than 11" X 17" in size. The library will post only one notice per location. The posting organization is responsible to provide the appropriate number of posters; the Library will not make reproductions. The posting of any notice by outside organizations does not imply endorsement or sponsorship by the Longview Public Library or the City of Longview.

Postings will be removed after the announced date for dated events. Non-dated postings may be removed after fifteen (15) days and will be posted no longer than sixty (60) days. Postings may be removed without notification at the discretion of the Library Director, his/her designee. Postings will not be returned to the organization.

The following items will not be posted:

- Personal notices of items for sale, rent, free distribution, or lost items.
- Promotion of political candidates, political parties, or an advocacy position on any issue on a public election ballot
- Commercial announcements or advertisements by for-profit organizations
- Legal notices

Recommended for approval: Jacob Cole 7/29/2022

Approved by Library Board 8/1/2022