

BULLETIN BOARD USE/POSTING NOTICES

Lobby bulletin boards and a pamphlet case(s) are available for providing information of a civic, cultural, educational, or recreational nature to the community. Nonprofit, educational, and government agencies are invited to submit materials for the purpose of posting announcements, distributing notices, and providing informational literature.

Requirements

Regardless of the sponsoring agency, all materials are subject to approval of the designated library staff before posting. Notices posted without required approval will be removed and destroyed. To be considered for posting, items must:

- Contain the name, address and telephone number of sponsoring agency or authorized representative.
- Include the date submitted.
- Be pertinent to the community and meet the parameters set forth in this policy.
- Be provided in hard copy. The library will not accept nor print electronic flyers for the purpose of posting.
- Only one item will be posted on the library bulletin board per event or function.

Exclusions

In order to maintain a fair and balanced use of the space, the library will not allow:

- Political endorsements or advertisements.
- Flyers that are intended for commercial or personal monetary gain.
- Commercial or personal advertisements or items sponsored by any entity other than a nonprofit organization, educational institution, or government agency.
- Material that is false or misleading, obscene, defamatory, or is intended to incite or produce lawless action.

Selection and Prioritization

Items will be posted or made available to the public on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented. Notice size may be restricted as necessary. Selection of announcements and information deemed appropriate will be prioritized such:

1. Those pertaining to the Mountainside Public Library.
2. Those pertaining specifically to the community of Mountainside, (and neighboring communities as space allows).
3. Those pertaining to Union County, the State of New Jersey, and the United States, Federal Government.

Removal

- The Library may remove notices and handouts when they are no longer timely, or when space is required for more current items.
- The library will not save or return items that have been removed.
- The Library will not censor or remove posted materials because some members of the community may disagree with its content.

Endorsement Disclaimer

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- Posting of a notice or placement of materials in a display rack does not imply endorsement by the Library staff or Board of Trustees.
- The Library accepts no responsibility for loss or damage to any item accepted for posting.
- Appeals regarding the decision to accept or reject an item to be posted may be submitted to the Library Board of Trustees in writing.