

## COMMUNITY INFORMATION CENTER POLICY

### □ GENERAL STATEMENT

The Library uses bulletin boards and other display areas primarily to promote its services and activities. As an extension of its mission to provide access to information, the Library has a designated area that may be used for the posting or distribution of community information on a space available basis at the discretion of the Library Administration.

**In accepting material for display, the Library does not endorse the content of the material or the organization submitting the material.**

It is the policy of the Library not to advertise commercial endeavors unless the project is specifically related to the goals of the Library.

### □ GUIDELINES

All requests to post or distribute materials must be submitted for approval to the Business Office during Library hours.

All items must be approved by the Library Administration. Items posted or distributed without the approval of the Library Administration will be removed without notification.

Each item is approved or disapproved on a case-by case basis; approved items will be date-stamped.

Items announcing and promoting Library programs and Friends of the Library programs will take precedence over other community information.

Materials accepted for distribution:

- The Library may accept, for display or distribution, announcements of community events and flyers, newsletters and pamphlets produced by local non-profit community organizations engaged in educational, cultural, intellectual, and charitable activities. Public announcements by other government entities may also be accepted.

The Library will not accept for posting or distribution:

- Materials from an individual or a for-profit group, company, or organization.
- **Exception:** Community newspapers- newspapers produced by for-profit organizations but distributed free of charge, with or without advertising, that contain news and feature articles relevant to the community.
- Campaign posters or literature for candidates or issues appearing on the election ballot.
- Items of a personal nature such as notices about lost property, sale of personal property or solicitations for work.

□ **IMPLEMENTATION**

The size, appearance and quantity of materials to be distributed will be taken into account in determining whether they can be posted or otherwise made available. Limitations may include size, duration of the time for posting, and/or the frequency with which material may be posted or distributed by the same group.

Notices being posted and literature being distributed will clearly identify the person or organization responsible for the contents.

The Library assumes no responsibility for the preservation or protection of any item posted or distributed.

The saving of posters for later distribution to individual patrons is not permitted.

The Director is responsible for the administration of this policy, for establishing administrative procedures for its implementation and for making it available to the public.

The Board of Library Trustees of the Bloomingdale Public Library will review the community information center policy and regulations periodically, and reserves the right to amend them at any time.

Approved by the  
Library Board of Trustees