GARFIELD COUNTY PUBLIC LIBRARY DISTRICT
PUBLIC BULLETIN BOARD & COMMUNITY INFORMATION DISPLAY GUIDELINES

The library will provide, at its discretion, limited space for the distribution of community information materials, free handouts, or the posting of flyers, notices, and posters which present current and relevant news.

Distribution or posting of community information materials does not indicate the library's endorsement of the issues or events promoted by the materials.

POLICIES AND PROCEDURES

- Space is available on a first come, first served basis.
- As public informational display space is limited, preference will be given to library programs and information. Governmental agencies' information will be given second priority, followed by non-profit information, and then for-profit information or advertisement.
- Postings and brochures will be limited to the designated public display areas.
- Community information materials will not be returned once given to the library for distribution.
- In order to leave room for as many public information materials as possible, items must be limited in size to 8 ½ x 11".
- All material must be given to the library staff for postings. All materials will be removed by the library staff as the information becomes out of date or thirty (30) days after posting IF NOT DATED.
- Individuals may not remove items posted by another group or individual to make room for their own postings.
- The Branch Manager shall make the final determination as to whether materials comply with the guidelines for distribution.
- Should the public display and information area become overly full, library staff reserves the right to reject or remove information. In this instance, for-profit materials will be removed first, non-profit materials second, governmental agencies' information third and library materials will remain.
- There will be a sign at every designated display area stating, "Display does not imply endorsement by the Garfield County Public Library District."

Approved by the Board of Trustees on July 2, 2009