

Duck Creek Regional Library Bulletin Board Policy

Purpose

The Duck Creek Regional Library provides bulletin boards as a community information resource. The purpose of the bulletin board is to display materials that inform the public about cultural, educational, recreational, and civic events or services of community interest. These events may be happening both in and outside of the library.

Eligibility and Priority

1. **Eligible postings** include notices for:
 - Library-sponsored programs and events
 - Nonprofit organizations
 - Community groups
 - Educational institutions
 - Government agencies
 - Cultural or recreational events open to the public

2. **Ineligible postings** include:
 - Commercial advertising or materials promoting for-profit businesses
 - Job postings for private businesses
 - Personal notices (e.g., yard sales, lost/found, items for sale)
 - Political campaign materials or petitions
 - Religious proselytizing materials

Posting Procedures

- All materials must be submitted to library staff for approval before posting.
- Approved items will be date-stamped and displayed for up to **30 days** or until the event date has passed, whichever comes first.
- Items will be removed and discarded by staff when they expire or if space is needed for newer postings.
- Only one copy of each item may be posted.
- The library will determine the placement and size of postings based on available space.

Content Guidelines

- Materials must include the sponsoring organization's name and contact information.
- Items must not contain language or images that are obscene, discriminatory, or harassing.
- Materials are posted as a public service and do not imply library endorsement of the event, organization, or viewpoint expressed.

Discretion and Exceptions

The Library Director (or designee) reserves the right to approve or deny postings at their discretion based on this policy and space availability.

Review

This policy will be reviewed periodically and updated as needed.