

# **Trenton Free Public Library Posting Policy**

## **I. Statement of Purpose**

The Trenton Free Public Library has determined that certain information and public notices should be posted in the Library, subject to a published written policy.

The purpose of this Posting Policy is to establish the procedures and rules by which such information and public notices will be posted in the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

## **II. Procedures for Posting and Placing Material for Distribution**

A. Persons wanting a sign posted or material placed in the information rack should bring it to the Circulation Desk and leave it for approval. All approved signs will be stamped and dated for posting by Library staff. Immediate posting is not always possible. Items usually are not posted more than two weeks before an event.

B. Materials posted or left for free distribution without approval (date stamp) from the Library will be discarded immediately. Items that become dated will be removed from the bulletin boards. For example, posters announcing meetings will be removed after the meeting. Other items will be removed after thirty days, unless space is available and the item is considered to be of general interest. Items directly concerned with the library will be displayed as long as appropriate. Nondated public service announcements from government agencies or non-profit agencies may be posted if space permits. The Library reserves the right to provide space on a long-term basis for announcements which give specific help to visitors or residents on a continuing basis, such as bus schedules, crisis services, etc.

## **II. Bulletin Board**

A. The Library provides a Public Bulletin Board to post information. Notices of a cultural, recreational, educational or community service nature will be posted subject to the following priorities. Priority will be given to in the following order if space limitations prohibit the posting of all items requested.

1. Library programs.
2. Programs co-sponsored by the Library.
3. Programs sponsored by other tax-supported agencies.
4. Programs of a cultural, recreational, educational or community service nature sponsored by non-profit organizations and for profit organizations.

5. Programs of a cultural, recreational, educational or community service nature sponsored by for-profit organizations.

B. Multiple copies of flyers or brochures which meet the above criteria may be left only as space allows.

C. The following items may not be posted or displayed in the Library:

- Business advertisements
- advertisements of personal services or products sold for profit
- Personal notices, such as lost and found notices
- religious tracts
- petitions
- campaign literature
- boxes or receptacles which solicit donations
- material of unreasonable size
- material deemed inappropriate in the reasonable discretion of the Library staff.
- Garage or other sale signs
- Signs soliciting donations
- Campaign literature
- Private instructional courses

D. The posting or distribution of items does not indicate that the Library endorses any organization, cause or activity.

E. The Library cannot assume responsibility for the preservation, protection, or possible damage or theft of any item displayed on or near community bulletin boards. Items placed in the Library are done so at the owner's risk. The Library has the right to remove and discard any item.

### **III. Publication Distribution**

The Library may distribute multiple copies of on going publications, informational brochures, pamphlets, etc of a cultural, recreational or educational nature. Consideration of distribution of non-library materials is subject to distribution guidelines with library materials distributed first. Distribution or requests to distribute materials will be made through the Library Business Office.

The Library may accept copies of newspapers and other periodicals for in house display and use.

### **IV. Signs and Posters Inside and Outside the Library**

A. No sign or poster may be posted on or around the exterior of the Library building or inside the Library building except for the community bulletin boards in accordance with this Posting Policy.

B. The Library Director may make exceptions to this Posting Policy if the sign or poster is related to an event or service sponsored or co-sponsored by the Library.

**V. Enforcement**

The provisions of this Posting Policy will be construed and enforced by the Library Director. All decisions, determinations and actions taken by the Library Director with respect to this Posting Policy are final and appeal able only to the Board of Trustees in writing.

*Approved by the TFPL Board of Trustees-June, 2016*