

Public Bulletin Boards and Distribution of Non-Library Materials

Approved January 2020

Liberty Lake Municipal Library provides bulletin boards and space for distribution of non-library materials for the purpose of informing the public of:

- 1) Events and programs sponsored by the library. Library announcements have precedence.
- 2) Postings and distributions from the City of Liberty Lake and other government agencies.
- 3) Postings and distributions from the Friends of the Liberty Lake Library.
- 4) Events of a civic, cultural, educational, informational, or recreational nature held in the area served by the Liberty Lake Library and sponsored by community, non-profit or neighborhood organizations.
 - a. For-profit companies and individuals may also post notices that are consistent with the above policy.
 - b. Notices for programs and events for which there is a fee may be displayed if they meet the above criteria.

Procedures

- 1) A physical copy of all items intended for posting or distribution must first be submitted for approval by a manager or staff member in charge. Items posted without approval are subject to removal.
- 2) Approval will be granted based upon the above library policy and subject to available space.
- 3) All efforts will be made to approve submitted items within 48 business hours of the time of submission.
- 4) Approved items will be dated and posted for a maximum of 30 days.
- 5) Undated materials will be posted for no more than 60 days.

Exclusions

The following items/types will not be approved for posting on bulletin boards or distribution:

- 1) Political campaign materials of a partisan nature urging people to vote for or against a person or an issue.
- 2) Postings or distributions designed for individual or commercial profit or gain.
- 3) Postings or distributions proselytizing for a specific religious sect or affiliation.
- 4) Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status or which advocates in any way for such discrimination.

In the event that a group or individual would like to appeal the library's decision not to display or distribute an item, an appeal may be made, in writing, to the Library Board of Trustees, whose decision shall be final.