



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### New Castle-Henry County Public Library

### Public Bulletin Board Policy

New Castle-Henry County Public Library provides public bulletin boards for the posting of notices about community activities such as concerts, cultural events, lectures and workshops, as well as public service notices of educational, cultural or community interest.

The following applies to all Library public bulletin boards:

- All notices must be submitted to the Information Desk to be approved, dated, and posted by designated Library staff.
- All notices intended for posting on the public bulletin board must contain the name, address and telephone number of the sponsoring agency and/or authorized representative.
- Handwritten notices will not be posted.
- Private sale or business advertisement notices will not be posted.
- The Library will post approved notices within two (2) working days of receipt.
- Only designated Library staff may post or remove notices. Unauthorized notices will be removed and discarded.
- The Library assumes no responsibility for the preservation or protection of any notices delivered for posting, and notices will not be returned.
- Oversized posters or other large notices may be declined due to space limitations.
- Notices that are not date-sensitive may be posted for up to two (2) months, space permitting.
- Notices will be removed when they are no longer timely or when space is required for more current items.
- The library reserves the right to remove any posted notice at any time.
- Once notices are removed, they are discarded.
- The Library may limit the frequency with which notices may be posted by the same organization.
- If the public bulletin board is crowded, the Library reserves the right to select which notices will be posted.
- Acceptance of notices for display does not imply Library endorsement of any kind for any event, service, group or organization, nor does it imply that the Library endorses the policies or beliefs of any group or organization that supplies approved notices.

Library bulletin boards are not intended or permitted to be a forum for the expression of the views or opinions of individuals or groups. The following will **not** be accepted for posting:

- Notices endorsing or opposing the election of any candidate for public office.
- Notices endorsing or opposing the adoption of federal, state or local legislation.

- Notices asking Library visitors to sign a petition or letter.
- Notices promoting commercial products or services.

Approved: 2/15/2016