

## **Bulletin Board/Public Display Policy**

The Homer Township Public Library District provides designated space for the public display of non-commercial materials that offer information about cultural, educational, human services, and recreational programs and events available to the community.

The Library's public display space are designated as limited public forums. They are intended for materials related to Library programs, services, or community events, and are not intended for unrelated general announcements, commercial advertising, or political campaigning.

Display or distribution of materials does not imply endorsement by the Library, its Board of Trustees, or its staff of the ideas, issues, or events promoted.

The Library welcomes noncommercial displays and other materials of general interest to the community. Nonprofit and/or service organizations shall display a poster, flyer, or leaflet about their events, services, or activities with prior permission of the Library Director(s) or designee.

The Library Director or their designee has discretion to determine the placement, duration, and appropriateness of materials, consistent with this policy and the limited public forum designation.

Display of flyers and publicity from outside organizations is at the library's discretion based on the following:

- Materials must promote events, services, or activities that are open to the public and located within or near the Library District. Priority for display is given to organizations and events based within the Library District.
- Materials from for-profit groups/organizations or personal commercial solicitations are generally not accepted.
- Materials that promote personal or commercial products or services, personal fundraising efforts, recruitment, or require a fee to enter the event shall not be displayed. *Promotions of fundraising by Homer Township area non-profit organizations may be considered by the Library Executive Director.*
- Contents of these posters, flyers, leaflets, or other display items do not reflect the views of the Homer Township Public Library District, its trustees, or its staff.
- Posters, flyers, leaflets, and other display items from nonprofit and service organizations must receive prior approval from the Library Executive Director or designee before being placed for display.
- Postings from outside organizations are subject to the availability of space. Materials shall not be returned to any organization or individual.
- Material that advocates for the election of or the defeat of a ballot issue, a referendum, or a candidate for public office shall not be displayed.
- Unapproved postings shall be taken down by Library staff.
- The Library Director(s) or designee shall determine where to display the informational materials. The Library shall discard materials that are no longer timely or are older than 30 days. Items announcing events shall be removed after the date of the event.

- Decisions regarding display approvals, placement, and removal rest with the Library Director or designee and shall be exercised in a content-neutral manner, consistent with this policy, the limited public forum designation, and applicable law.

#### Unacceptable Materials

The following items are examples that shall not be posted or distributed:

- Business/commercial advertisements
- Events with a fee to enter
- Personal notices, such as lost and found notices
- Products sold for profit
- Garage/yard sales or other sale signs
- Services, such as babysitting, for which fees are charged
- Job wanted or Hiring posters
- Signs soliciting donations
- Campaign literature
- Signs larger than 11 x 17
- Legal notices
- Private instructional courses advertisements