

Bulletin Board Policy

Approved By: Board of Library Trustees Approval Date: September 25, 2007

Effective Date: September 25, 2007

Policy:

The Suffern Free Library posts announcements to provide information to the community regarding cultural, educational, informational, recreational and civic happenings.

Regulations:

1. Materials will only be posted on the bulletin board in the photocopy room.
2. All materials must be approved in advance by library staff.
3. The Library Director shall, at all times, have the authority to make a final decision on all materials.
4. The Suffern Free Library has the right to discard any or all materials posted.
5. The Suffern Free Library will post educational notices, program notices, cultural events, art exhibits, local organization newsletters, legal notices, job notices, civil service test announcements and other materials for not-for-profit organizations.
6. The Library will *not* post information for for-profit organizations or businesses, as well as ads for personal services, lost and found notices, petitions, political advertisements, endorsements.
7. Materials will be posted on the bulletin board for a maximum of *two weeks*, after which they will be discarded. The Library Director has the authority to grant exceptions.
8. All posted materials will be dated and initialed by staff with the date they are posted and the date they are scheduled to be taken down and discarded.
9. Only one copy of an announcement will be posted on the bulletin board.
10. The Library will not post items larger than 11x17 inches.
11. The Library accepts multiple copies of flyers or brochures of the types listed in Regulation #5, which will be placed in a holder or stand for a maximum of *three weeks*. After three weeks, all remaining copies will be discarded.
12. If the bulletin board and counter is full, Suffern Library related announcements will receive first priority. Priority will also be given to announcements related to happenings in the Ramapo Central School District.