

LEMONT PUBLIC LIBRARY DISTRICT

BULLETIN BOARD POLICY

The Library has two (2) bulletin boards located in the vestibule area of the library. The bulletin board closest to the front doors is designated for Library use only. The bulletin board next to it is partially designated for posting notices of interest to Library residents. The information contained on the Library's designated public bulletin board area does not necessarily reflect the views of the Library.

Guidelines for Bulletin Board usage:

- a) Bulletin board space is available to organizations engaged in educational, cultural, intellectual or charitable activities that may serve to benefit Library residents.
- b) Organizations wishing to post materials on the library's public bulletin board must have their materials approved, initialed and posted by an administrative staff person. Items shall be posted on a first-come basis. Unapproved materials shall be removed.
- c) Under no circumstances may the bulletin board be used to advertise items or services for sale.
- d) All notices shall be posted for as long as possible prior to date of an event, depending on availability of space. All notices should be smaller in size than eleven (11) by fourteen (14) inches. Staff shall promptly remove all notices after an advertised event has taken place.