

## BULLETIN BOARD POLICY

Adopted by the Board of Trustees  
April 23, 1970, Revised October 19, 2005, Revised February 21, 2024

As a service to the Plainedge Community, the Library maintains three separate bulletin boards. A Programs information Bulletin Board, a Public Information Bulletin Board, both within the Library, and a Business/Community Bulletin Board in the vestibule of the Library.

### Program Information Bulletin Board

The Program Information Bulletin Board is maintained within the Library for the posting of the following information:

- Notices of Library and School District meetings.
  - Announcement of upcoming Library sponsored continuing educational, social, cultural or entertainment programs or events.
  - Notices of community-wide interest prepared by organizations with community-wide affiliation, such as PTA, adult education and student groups.
1. The designated Library staff must approve all notices, posters and brochures. Only designated staff can post or remove notices. Once notices are removed, they are discarded.
  2. Any notices, posters, flyers or brochures left on tables or shelves without authorization will be discarded.
  3. No poster or announcement of a commercial-for-profit nature will be permitted on the Programs Information Bulletin Board.
  4. Any announcement, poster or handout that advocates the election or defeat of a candidate for public office or is of a political, religious persuasion will not be accepted.
  5. Posters or announcements for any fundraising events will not be permitted.
  6. Signs, posters or announcements may not be posted anywhere outside or inside the building, except on properly designated bulletin boards.
  7. Oversized posters may be rejected because of space limitations. If the Programs Bulletin board is overcrowded, the Library staff reserves the right to select notices of events with the widest appeal.
  8. The placement of posters or announcements shall be at the discretion of the Library Director as is the length of time materials may be displayed.
  9. The Library reserves the right to refuse any item deemed inappropriate and contrary to the Public Information Bulletin Board Policy.
  10. Items on display or available for handouts do not imply endorsement by the Library.

### Public Information Bulletin Board

As a service to the community, the Employment Information Bulletin Board will be maintained within the Library and offer the following information:

- Announcements of current federal, state or county Civil Service job opportunities.
- Announcement of career fairs and general employment newspapers and journals.

- Flyers, brochures, announcements or schedules distributed or sponsored by a nonprofit group or agency, or by any federal, state or local government agency pertaining to services provided by government to citizens.
- Individual private employment ads will not be accepted.

#### Business/Community Bulletin Board

A Business/ Community Bulletin Board will be maintained in the vestibule of the Library as a service to the community. The following notices will be posted on the Business/Community Bulletin Board:

“This is a Business/Community Bulletin Board. Please check with the Library staff before posting any material. All items will be dated and removed after three weeks. Posting does not imply endorsement by the Library.”

The following may be posted in this area:

- Business cards pertaining to commercial services.
- Notices offering the sale of personal property (e.g. Garage sales, pets, appliances, toys, etc. and personal services (i.e. Home-based business.)
- Lost and Found announcements.
- Real Estate (i.e. Rooms for Rent, Houses for Sale, Apartments needed.)

The following may not be posted on the Business/Community bulletin board:

- Boxes or receptacles which solicit donations.
- Religious tracts, petitions, campaign literature, items of a political or religious nature.
- Materials of unreasonable size.

The Library reserves the right to remove from the Business/Community Bulletin board any material deemed inappropriate at the discretion of the Library Director. The Library does not endorse or approve any posted item.