

WAUKEE PUBLIC LIBRARY	BOARD
SECTION 6.7	REVIEWED & ADOPTED
BULLETIN BOARD & BROCHURE RACK USE	January, 2005; REVIEWED 5/08; Updated 06/11

BULLETIN BOARD AND BROCHURE RACK USE

The Waukee Public Library will provide, at its discretion, limited space for the distribution of community information materials, free handouts or the posting of flyers, notices, and small posters, which present current and relevant news about nonprofit educational, cultural, public interest and recreational services.

Materials promoting business or commercial ventures, political campaigns or viewpoints, or doctrinal beliefs will not be accepted for distribution. Petitions, personal sales, advertisements, or job postings, except for city of Waukee or government job openings, will not be accepted for distribution.

The bulletin board at the Waukee Public Library may be used to publicize, through the posting of posters, flyers, etc, meetings and other activities sponsored by community groups. Limited space generally allows only short-term posting. All materials will meet acceptable community standards. Large posters and announcements are not accepted for display. No community signs will be posted on the library entrance doors.

Distribution or posting of community information materials does not necessarily indicate the library's endorsement.

The Library Director, Assistant Director or Head Clerk will review items to be posted in the library to determine compliance with this policy. The Library Director shall make the final determination of compliance. Decisions may be appealed in writing to the Library Board of Trustees.

Materials to be displayed should be delivered to the Circulation Desk for posting after review. Designated staff will post approved materials on the bulletin board and information rack. The library will remove items that have not been posted by designated staff. Designated staff will remove materials as they become outdated or have been posted an excessive amount of time. The library can not be responsible for their return.