

Two Harbors Public Library

Bulletin Board Policy

Purpose:

- As a resource for local information and community activities and events, The Two Harbors Public Library provides designated bulletin board space for posting of fliers as well as public service notices of educational, cultural or community interest.

Policy:

The community bulletin board may be used for the following types of information:

- Information from the Library and the Friends of the Two Harbors Public Library
- Postings of forthcoming educational, social, civic, charitable, cultural or recreational activities.
- Postings by nonprofit organizations, groups or agencies providing services to citizens.
- Posting announcing community services and volunteer opportunities.
- Nonpartisan election information, such as provided by the League of Women Voters.
- Postings by any federal, state or local government agency providing services to citizens.
- Legal notices from the City of Two Harbors.
- Election information provided by the Secretary of State or local town clerk's office.

Bulletin boards MAY NOT be used for the following types of information:

- Commercial notices, solicitations, business cards, job postings and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers (i.e. Walkathons, road races, etc.)
- Materials that support or oppose any political candidate or ballot measure.

- Materials that support or oppose a specific religious conviction.
- Petitions will not be posted, distributed, or placed within the Library.

Posting Guidelines:

- Individuals are invited to leave items to be posted at the front desk, as long as they meet the criteria of acceptable information (see above); however, the Library reserves the right to remove materials judged to be inconsistent with this policy.
- Publicized events must be open to the public.
- Due to limited space, the Library reserves the right to prioritize the items that are posted based on community interest and timeliness of the event. Postings larger than 8 1/2 X 11" may be not accepted. Library staff members, under the supervision of the Library Director, have the discretion to approve, reject, and limit community postings. Community postings may be rejected or limited based on size, duration, or space limitations even if the community posts otherwise meet all of the other requirements set forth herein.
- All community postings must meet existing State and Federal laws on obscenity, libel, defamation of character, and invasion of privacy.
- Postings without a specific date will be removed after 90 days or as space is needed.
- Once notices are removed they are discarded and cannot be saved for future pickup.
- All areas of the Library aside from the community bulletin board are reserved for distribution of Library material only.
- Postings of materials does not imply Library endorsement or consent, nor will the Library accept responsibility for the accuracy of the statements made in such materials.