

## **Bulletin Board Policy – City of Tonawanda Library**

The City of Tonawanda Library recognizes its role as a source of community information. It is the policy of the City of Tonawanda Library that bulletin boards within the library are available for the posting of notices related to library business, library sponsored or partnered activities, and items of educational, cultural or civic interest to the Erie County community. Posting of notices does not indicate City of Tonawanda Library endorsement of the ideas, issues or events promoted by those notices.

1. City of Tonawanda Library bulletin boards are intended for items such as announcements of educational, social, cultural, or entertainment activities, fliers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to citizens, etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.
2. Any notice to be considered for posting must be submitted to City of Tonawanda Library personnel for approval. Only authorized City of Tonawanda Library personnel may post or remove notices. Notices posted without authorization will be removed.
3. In fairness to the numerous community groups, the City of Tonawanda Library may limit the frequency and volume of posting notices from the same organization.
4. All notices posted on the City of Tonawanda Library bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
5. Notice size (physical dimensions) may be restricted to maximize available space.
6. Notices will be removed when they are no longer timely or when space is required for more current items.
7. The City of Tonawanda Library assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

8. The following will not be accepted for posting: • Materials endorsing or opposing the election of any candidate for public office; • Materials endorsing or opposing the adoption of federal, state or local legislation; • Materials promoting commercial products or services.

9. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices.

10. Failure to comply with this Policy may result in the denial of posting privileges.

Adopted December, 2017.