

# Public Bulletin Boards and Free Publications

Approved by: Library Board

Approved Date: April 18, 2018

Review Schedule: Every 5 years

Next Review Date: 2023

Each library may maintain public bulletin boards to inform the public about matters of local or general community interest. Each library may provide space for copies of free newsletters, flyers, and brochures on subjects of educational, cultural, civic, and recreational interest.

Free materials and posted information are provided as a public service and do not imply endorsement by Ramsey County Library.

The Library reserves the right to decide what material is to be posted or distributed based on the availability of space and these guidelines.

## Public Bulletin Boards

Persons wishing to have information posted must submit the items to the library manager or designee for approval and dating. The length of time an item may be displayed is left to the discretion of the library manager and is based on available space, the priorities listed below, and time constraints inherent in event postings. The library will remove expired materials.

The following priorities will be used to determine the materials to be posted:

- Information from the Library
- Information from state, federal, and local units of government
- Information from local schools
- Cultural opportunities
- Local civic and non-profit events
- Job opportunities

Materials not to be posted include:

- Sales brochures
- Business advertising
- Private want ads (for sale, for rent, garage sales, etc.)
- Political publications of a partisan nature or for a particular candidate
- Publications of a religious nature

Items not conforming to these rules will be removed and discarded.

## **Free Materials**

Newsletters, flyers, and brochures for public distribution must be displayed on the fixtures provided by the library. The library does not use newsletter racks, brochure holders, or sign holders provided by outside organizations.

Space is provided on a first-come, first-served basis.

The length of time a publication may be distributed is left to the discretion of the library manager and is based on available space and the currency of the information. Outdated publications will be removed.