

## **BULLETIN BOARD, DISPLAYS POLICES**

Date Approved: 06/13/2023

Approved by Library Board

Date Amended: \_\_\_\_\_

The Superior Library will allow the community to put up flyers on the bulletin board. The following rules will apply.

1. No posters, displays or brochures will be exhibited or placed in the library without proper permission from the librarian on duty.
2. Items may be put on the bulletin board (by the front door) by the general public. Notices will be taken down after the event or after a period of 1 month. All notices must be for an event, job, service or buy/sell, and the director may prohibit any posting if it does not meet the library standards.
3. No community notices will be put on the windows. The Library and City Office are allowed to put notices on the windows. Only Closed signs will be put on the doors.
4. Special displays may be brought in with the approval of the Director. The library assumes no responsibility for damage or theft of any item on exhibition in the library.
5. Brochures from non-profit organizations may be left, but they must fit in the brochure carousel. We will not hold large quantities of extras to be used to replenish the brochures.
6. The large bulletin board, on the north wall, is for library use.