

# Reading Public Library Bulletin Board & Pamphlet Policy

Reviewed and Approved 12/16/2024

## **Purpose:**

The Reading Public Library recognizes its role as a source of community information. However, due to limited space, the Library must set guidelines and limits for the display and distribution of posters, flyers, brochures, etc.

## **Procedures:**

### 1. General Rules and Restrictions:

- a. The community event bulletin board is reserved for announcements and community events of interest to the general public, including:
    - Library sponsored events, book sales, and activities
    - Educational, social, cultural, or entertainment events or activities
    - Public meetings or public service announcements
    - Events and activities of governmental or non-profit agencies
    - Community hotlines
  - b. The following items will not be posted:
    - Commercial advertising
    - Personal notices (Items for Sale, Lost and Found)
    - Religious services, meetings or events
    - Political campaign literature or petitions
  - c. Acceptance or rejection of material does not imply approval or disapproval by the Library of the ideas or opinions expressed. The Library does not assume responsibility or liability for materials exhibited in Library facilities. The Library reserves the right to refuse to post or to remove items that do not meet the above criteria.
2. All posters, flyers, brochures, etc. must be presented to the Circulation Supervisor or branch manager for approval. Priority will be given to local events and organizations. Any items placed on the bulletin board, walls or other surfaces without approval will be removed and discarded.
  3. All postings shall be temporary, and will be removed after the date of the event or reasonable length of time. Posters and brochures cannot be held or returned.

## **Policy History:**

Adopted and approved 12/21/2009  
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