

Bulletin Board & Pamphlet Policy

Revised and Approved 11/17/2025

Reading Public Library (RPL)

Purpose:

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

General Rules and Restrictions:

1. The primary purpose of any display location is to present RPL programs, services, events, and fundraising information; therefore, all RPL information will be prioritized.
 - a. The remaining space on the community event bulletin board is reserved for free community events and information of interest to the general public offered by a non-profit organization or a government entity, such as:
 - 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)
 - Political campaign literature or petitions
 - Activities held at an individual's home or property
 - Private events not open to the public at large
 - Personal events without an identified non-profit, government, or business affiliate
 - Materials that contain obscenities, vulgar language, hate speech or that otherwise violate other RPL policies
 - Materials asking library patrons to sign a petition, letter, or other documentation
2. RPL will only accept flyers, posters, and brochures that are no larger than eight and a half (8 ½) inches by eleven (11) inches in size for display on the community bulletin board. The display of these items is subject to available space.
3. While RPL does at times provide space for brochures or other handouts for passive distribution, that space is limited for RPL, library, government, and non-profit materials that address issues of literacy, homelessness, food access, and/or health and human services. RPL will not distribute or provide space for passive distribution of any handout materials from any other organization or entity.
4. Acceptance or rejection of material does not imply approval or disapproval by RPL of the ideas or opinions expressed. RPL does not assume responsibility or liability for materials exhibited in library facilities. RPL reserves the right to refuse to post or to remove items that do not meet the above criteria.
5. All posters, flyers, brochures, etc. must be presented to the circulation supervisor or branch manager for approval. Priority will be given first to RPL activities, then to local events and non-profit organizations. Any items placed on the bulletin board, walls, or other surfaces without approval will be removed and discarded.
6. Staff will date all community information upon receipt.

7. Community members may submit postings no more than two (2) months in advance of an event. Community submitted postings will be temporary, and will be removed after the date of the event or within one (1) month after receipt, whichever is later. Posters and brochures cannot be held or returned.
8. Due to limited space and to allow others a chance to utilize the board, RPL may limit approved postings to three (3) times a year per individual/organization.