

## **Allegan District Library Bulletin Board Policy**

The Allegan District Library maintains a public-facing bulletin board to provide the community with up-to-date information regarding library, community, governmental, and local organizational events.

All postings to the bulletin board must follow these guidelines:

- All Library and Library co-sponsored programs will have first priority for any display and bulletin board space that the Library deems available for public display.
- All materials for the bulletin board are to be given to the Library Director or designee for approval pursuant to this policy.
- All materials shall be posted for no more than 60 days after receipt. The Library Director or designee will date and initial all postings.
- Time sensitive material will be removed the day following the posted event or final date listed on the posting, whichever comes last.
- All materials posted are limited to local or area non-profit educational, civic, cultural, community or government (e.g. City of Allegan) organizations.
- Commercial, for-profit business, partisan political, religious, petitioning, or solicitation will not be posted.
- Posting of materials cannot be construed as the Library's endorsement of any issues or events promoted by these materials.
- Postings will not use the Allegan District Library logo nor advertise events as partnerships with the library, nor shall postings imply endorsement by the Library or its Trustees. Exceptions can be made upon prior arrangement and discussion.
- The Library reserves the right to remove or deny any postings that do not follow these guidelines, including but not limited to any materials that were posted without the Library Director or designee's approval.
- All materials that violate federal, state, or local law, would cause the Library to violate federal, state or local law, or that violate other Library policies are not permitted.
- Once materials are removed from the bulletin board, the Library makes no guarantee or promise to return the material to the original owner.

### **Right of Appeal**

- Any person may appeal the Library Director or designee's decision by sending an appeal, in writing, to the Board of Trustees within ten business days. The appeal should include an example of the material to be posted. The Board of Trustees will discuss the appeal at the next regular Board meeting. The decision of the Library Board is final.

### **Review**

This policy will be reviewed by the Facilities Committee every four years.

Approved by the Board of Trustees on: August 16, 2021  
Revised and approved on December 19, 2023