



# Temple Public Library

## Policy: Bulletin Board Policy

Revision Date: 4/26/2022

The Temple Public Library has two types of bulletin boards: Those for Library and City use and those for public use. The following policy outlines the use of both types..

### **City and Library Bulletin Boards**

The Temple Public Library provides space to advertise functions, events, initiatives, policies, and helpful information from City of Temple Departments. These boards are subject to the following regulations:

- Only Library or City information will be posted on these boards, this includes flyers for programs and services that the City, a City Department, or the Library offer in partnership with a for-profit or non-profit entity
- Any unauthorized flyers that do not meet the criteria above will be removed
- Flyers on this board will be left up as long as a particular program, event, or service is provided or as long as deemed appropriate by Library administrative staff

### **Public Use Bulletin Boards**

The Temple Public Library provides space for individuals who wish to post information in the form of a flyer on a public bulletin board.

If an individual or organization wishes to display their flyers on Temple Public Library's public bulletin board, they will be subject to the following restrictions and guidelines:

- All flyers must be submitted to Library administration
- Flyers are accepted and placed on the bulletin board on a first-come first-serve basis
- Multiple copies of a flyer are prohibited, this includes business cards
- All materials must be typed and printed
- Flyers must not exceed 18" x 24" in size
- No flyers will be accepted by Library staff via email for Library staff to print
- Flyers will be left on the bulletin board for a maximum of 14 days
- Library staff reserve the right to remove a flyer earlier than 14 days based on space constraints
- Once an event or promotion is over, the flyer will be removed from the board
- No flyers will be returned
- The Library is not liable for the destruction of or early removal of a flyer by a member of the public
- Any flyers posted without authorization will be removed

By allowing space for flyers on a public bulletin board, the Library does not endorse the views, events, or ideas of such flyers or the organizations that post them.