

POSTING OF PUBLIC NOTICES
Adopted by The Colony Public Library Board 03/04
Revised 03/11; 09/15

- I. The Colony Public Library provides space for notices in order to inform the community of events and resources that are civic, cultural, informational, educational, recreational, or service-oriented in nature. This service is in keeping with the Library's mission of providing access to a wide range of information sources. The display of notices at the Library does not imply endorsement by the Library.
- II. All notices must be approved by the Library Director; the Director may delegate authority to approve notices in accordance with this policy.
 - A. Notices eligible for approval
 1. must be from non-profit organizations or governmental agencies. Non-profit organizations include youth groups, civic organizations, athletic associations, churches and other charitable organizations, and school-related groups. The determination of eligibility may include verification of 501 (c) (3) status.
 2. may announce meetings, events, fund-raising projects, and news.
 3. from non-profit organizations may not solicit membership or promote specific religious, philosophical, or political beliefs.
 - B. The Library will not display:
 1. notices of commercial endeavors or political campaigns, unless the project is specifically related to the goals of the Library.
 2. personal notices, such as lost and found notices, want ads, or notices of sales.
- III. In keeping with the Library Bill of Rights:
 - A. notices will not be excluded because of the origin, background, or views of those contributing to their creation;
 - B. notices will not be removed because of partisan or doctrinal disapproval;
 - C. space is available on a first-come, first-served basis, regardless of the beliefs or affiliations of those requesting its use.
- IV. Requests to post notices must be made to the Librarian on duty at the Reference Desk. Only Library staff may post or remove notices. Library staff will remove notices that are outdated or worn in appearance.
- V. Notices are posted using the Library's holders on a slat wall. Notices of other sizes can usually be accommodated; due to space restrictions, notices should not exceed the size of 8½ by 11 inches. If space is available, staff may accept larger notices but may later remove them if the space is needed.