



## **The Colony Public Library Posting of Public Notices Policy**

Adopted by The Colony Public Library Board 03/04  
Revised 03/11; 09/15; 07/22

### **I. Purpose**

In keeping with The Colony Public Library's mission of providing free and equitable access to information, materials, and services, the Library provides opportunities, as space permits, for distributing information and/or announcements for activities, services, and events open to the public that are educational, cultural, intellectual, recreational, or charitable in nature.

This policy refers to the posting of informational flyers only; the Library does not post public information notices online. Exhibits are covered by the Library's Exhibits and Display Policy.

### **II. Eligibility**

- A. Opportunities to distribute information and announcements may be made available to:
  - 1. City of The Colony
  - 2. Lewisville ISD
  - 3. Denton County
  - 4. United Way
  - 5. State of Texas
  - 6. Federal government entities
  - 7. Non-profit organizations
- B. Postings may announce meetings, events, fundraising projects, and news.
- C. Postings about events for which a charge is made must indicate that charge on the posting.
- D. Postings must identify sponsoring agencies and/or groups.
- E. The Library will not display:
  - 1. Personal notices of items for sale, rent, or free distribution.
  - 2. Postings from non-profit organizations that solicit membership or promote specific religious, philosophical, or political beliefs.

3. Postings that promote or oppose political candidates, parties, or advocacy of issues pertaining to a public election ballot.
  4. Announcement of religious worship services.
  5. Commercial announcements or advertisements by for-profit organizations.
  6. Legal notices.
- F. All postings must be approved by the Library Director; the Director may delegate authority to approve postings in accordance with this policy.
- G. Exceptions to these guidelines may be made for The Colony Public Library, Friends of The Colony Public Library, and the City of The Colony.

### **III. Quantity and Size**

- A. The Library will display only one (1) copy of a posting.
- B. Postings will be available as space permits.
- C. Postings should be of a reasonable size in relation to the space available. In general, postings should be no larger than 8.5" x 11" in size.

### **IV. Duration and Responsibility**

- A. Postings will be removed after the announced date for dated events.
- B. Non-dated postings may be removed after thirty (30) days and will be posted no longer than sixty (60) days.
- C. Postings may be removed without notification at the discretion of the Library Director or their designee.
- D. Postings will not be returned to organizations.
- E. The posting organization assumes full responsibility for all content. All postings must be suitable for public display.
- F. The Library assumes no responsibility for the preservation or protection of materials posted.
- G. Materials posted or left for free distribution without approval from the Library will be discarded.
- H. Display of information and announcements does not constitute or imply endorsement of any group, its policies, or activities by the City of The Colony or by The Colony Public Library.