

## **Mount Kisco Public Library**

### **Bulletin Board Policy**

Mount Kisco Public Library maintains bulletin boards for the posting of notices of educational, cultural, intellectual, charitable, or civic events taking place in our community, as well as Village of Mount Kisco job postings. The Library does not advocate nor endorse the content or viewpoints of these events. The following rules will apply to the use of bulletin boards:

- Advertised events should occur within 30 days of posting.
- The Library Director or designee must approve all posters, flyers, and other such materials before posting. Final determination on the display of material will be determined by the Library Director in keeping with the Library's role as a source of community information. Notices posted without authorization will be removed without notice.
- Notice size (physical dimensions) will be restricted to no larger than 11"x17". Notices on letter-sized paper (no larger than 8 ½" x 11) will be given priority. Larger sizes will be posted when possible.
- All postings must be appropriate for viewing by all ages.
- Content of posters, brochures, fliers, etc. must conform to all existing laws including without limitation those regarding libel, defamation of character, obscenity, and invasion of privacy.
- The staff will date all notices and will display them for no longer than one month. All material will be discarded upon removal.
- All notices intended for posting on the Library bulletin board must contain the name, address and telephone number of the sponsoring agency or authorized representative and date of posting.
- Notices may be removed without notice, when they are no longer timely, when space is required for more current items or when the Director or the Director's designee determines it is appropriate to do so.

Bulletin Boards may not be used for the following purposes:

- Commercial notices, solicitations, business cards, third-party job postings, and retail advertising.
- Personal notices of items for sale.
- Personal solicitations for fundraisers.
- Materials that support or oppose any political candidate or ballot issue.
- Materials that support or oppose a specific religious faith.
- Surveys

Failure to comply with these rules may result in denial of future requests to post items.