

### **Policy Statement**

The purpose of this policy is to enable local organizations to submit printed materials for posting on the Library's bulletin board for communication of public service announcements promoting events such as fund raisers and membership drives ("campaigns") such organizations are holding. By adoption of this policy the Library has elected to make the designated bulletin board a limited public forum designed specifically and only for the communication, by eligible community-based organizations, of non-commercial information relevant to the community which the Library serves. The posting of signs or distribution of flyers, pamphlets or other types of literature on library property are not permitted due to their disruptive nature. (See also: Solicitation Policy)

### **Criteria for Use**

Following are the criteria that an organization must meet in order to submit printed materials for posting on the Library Bulletin Board:

1. Being not-for-profit and having a significant relationship to the District's community. A significant relationship can be demonstrated by meeting one of the following:
  - Having members or participants of which 55% or more reside within the corporate limits of the District; or
  - Having a charter or other official recognition by a parent, state or national organization that designates it a chapter serving an area within the District.
2. Being a governmental entity serving the District's residents.
3. Being one of the following entities serving the District:
  - Federal and State Representatives for purposes of announcing the place and time of Town Meetings
  - Federal and State political parties and political action committees for the purposes of announcing the place and time of organizational meetings
  - Being an organization of local businesses whose purpose is to support and encourage business within the District.
4. Being an organization which provides services for people with special needs.
5. Being an organization that has received §501(c) or §527 recognition from the Internal Revenue Service that are substantially similar to the ones described above.

### **Exceptions:**

The sole exception to the not-for-profit requirement is that a business located within the District may place a public service announcement advertising an event from which the proceeds will benefit a generally recognized charitable organization.

Any other requests for announcements must be brought to the Library Director for its approval. Approval or disapproval may not be based on the political or religious affiliation of the organization or the content of the announcement, subject to the limitations described below.

**Limitations**

1. The announcement shall only be for giving notice of meetings or functions occurring within the District and may not contain language tending to promote a commercial or non-commercial or political or religious position or belief except to the extent the name of the organization incidentally does so. The content of the announcement shall be limited to providing a name of the event or campaign and its organizer, the time, date and place for the event or duration of the campaign, a contact person and a phone number to call for additional information.
2. Announcements may not be printed on paper which exceeds a size of 11" x 17" and may not be displayed for longer than forty-five (45) days. District organizations may list sponsors on the announcement which may or may not be based in the District such as newspapers, radio stations, etc. However, no public service announcement may contain any type of product or service advertising whatsoever.