



# Irvin L. Young Memorial Library

## **Bulletin Board/Pamphlets Policy**

1. The bulletin board located in the main entrance lobby of the Library is reserved for announcements of information and events of general interest to the community. This includes notices of public meetings, educational opportunities, and organizational fund-raising events, public service announcements, and the like. Such items as "For Sale" announcements, lost and found notices, notices of private rummage sales, denominational church services and political campaign literature will not be posted.
2. Notices larger than 15" x 20" will not be accepted for posting because of limited space.
3. All notices for posting must be presented to the staff person at the circulation desk of the Library. This person will then present it to the Library Director who will date and stamp all notices. Staff member responsible for posting notices will then do so.
4. The bulletin board will be reviewed weekly by Library staff for removal of announcements of events past and of announcements more than three months old. Exceptions to removal of the latter may be made at the discretion of the Library Director. Unauthorized postings will be removed and destroyed.
5. All pamphlets, notices and items put out for distribution in the Library shall meet the criteria set forth in (1) and (2) above.
6. Exceptions may be considered by the Library Director. Appeal may be made to the Library Board, whose decision is final.