



Library Operations Policies**Section 5**

Policy 5-21	Bulletin Board Policy	Created: 10/02/2024 Approved: 11/16/2024
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I. Purpose

This policy explains the guidelines for postings on bulletin boards in Library buildings. Jackson County Library Services provides space for bulletin boards to support its mission of connecting everyone to information, ideas, and each other.

II. Introduction

Jackson County Library Services provides bulletin boards to assist patrons in their exploration of educational, cultural, intellectual, and civic activities. In general, bulletin boards are available to promote library events and provide a space for the public to post community events and community resources of interest to the general public.

III. Bulletin Boards

Bulletin boards are provided for posting flyers by organizations engaged in educational, cultural, intellectual, or charitable activities. Flyers must be no larger than 11x17. Flyers must be approved and posted by Library staff. Priority will be given to flyers pertaining to Library-sponsored events and news, educational events, public notices by a government entity, and postings by nonprofit and charitable organizations.

Examples of flyers not acceptable for posting include:

- Political campaign materials urging people to vote for or against a person or an issue.
- Postings designed for individual or commercial profit or gain.
- Postings proselytizing for a specific religious sect or affiliation.
- Postings containing content that could be considered discriminatory or harassing based on a group or individual's protected status (i.e., race, color, religion/religious creed, sex/gender, pregnancy, marital status, age, national origin/ancestry, physical and/or mental disability, medical condition, sexual orientation, gender identity, military or veteran status, or status in any other group protected by federal, state or local law) or which advocates in any way for such discrimination.

Flyers promoting events held in library [meeting rooms](#) that are not sponsored by the library or in partnership with the library must have a disclaimer clearly included on the flyer as follows:

This meeting or event is not sponsored nor endorsed by the Library.

Failure to include the disclaimer will result in cancelation of the meeting room reservation. Contact information about the event or meeting should be included in the flyer, contact name, phone number and email address.

Any flyer without an end date may be removed after 30 days or sooner at the discretion of the branch manager to allow the posting of new events and/or community resources.

Unauthorized flyers will be removed.