

## Policy for Bulletin Board Use

As a center of education, information, recreation and culture, the Library shall serve Livingston's diverse and changing community...

To further serve the Community, the Library offers a Public Bulletin Board for the use by Recognized Livingston Organizations. Only items of a civic, educational cultural or public service nature shall be considered for posting.

The following items will not be accepted for posting:

Advertisements of products or services offered by commercial organizations or individuals

Requests for contributions

Petitions Electioneering

materials

A designated staff person will be responsible for the placement and removal of all material for the bulletin board.

Any material not properly submitted will be removed from the bulletin board

The staff member will record the date the material was received. The information will remain on the bulletin board for a period not to exceed 2 weeks. If the material is still timely after the two-week period, it must be resubmitted for posting. It may remain on the bulletin board, space permitting. If available space is insufficient to meet demand, priority will be given to information most closely related to the local community

We require at least 2 copies of all material for the bulletin board. One copy is to be kept on file by the Library and the other to be posted. The file shall remain active as long as the item is posted. All notices posted must include the name and contact information of the sponsor and/or its authorized representative.

The designated staff member will be responsible for:

- Determining the length of time an item shall remain on the bulletin board
- The placement of items in a neat and attractive manner
- Regularly monitoring the bulletin board