

Distribution of Free Publications and Community Postings BULLETIN BOARD USAGE (condense and merge two previously separate policies)

PURPOSE: ~~To define the purpose of the Library's bulletin boards and what can be posted.~~

In order to provide the public with information to enhance community understanding and awareness, the Library may display and distribute free publications about Library services and programs and those from other government entities.

GUIDELINES: The Columbia Heights Public Library seeks to make information available on a variety of issues and topics but has limited space available for materials that are not part of the organized collection. ~~The Columbia Heights Public Library's~~ primary reason for having bulletin boards is to provide a means of advertising-informing visitors and promoting library programs and services-and programs. Material posted on public bulletin boards must have a general community interest. Space is given to nonprofit organizations on a first-come, first-served basis and items not related to a specific, dated event will be regularly removed to make space for as many groups as possible. Materials larger than 8.5 x 11 inches will be posted if space is available.

All posting and placement of materials in distribution areas shall be done by Library staff. Materials left for posting or distribution without authorization from the Library will be discarded. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Materials will ~~be~~-not be returned.

The following have ~~been approved~~have priority for posting as space allows:

1. City of Columbia Heights City-notices, job ~~openings~~postings, and official documents
2. Programs sponsored by the City of Columbia Heights, Anoka County, Independent School District 13, or orState-state of Minnesotaor federal government agencies
3. ~~Independent School-district 13 notices and programs~~
4. ~~Neighborhood organization programs~~
- 5.3. Civic and neighborhood organization notices and programs located within the City of Columbia Heights (e.g. HeightsNext, Jaycees, Lions, local cChurches or religious groups, 4-H, Girl Scouts Scouting groups)

The following may not ~~will not~~ be posted or distributed at the Library:

1. College or university catalogs
2. Sales fliers
3. Lost and found notices
4. Religious tracts
5. Petitions

6. Solicitations for monetary donations

~~7. Political material~~ Material related to political parties, candidates or issues

~~7.8.~~ Other items, which after review by the Library Director, are determined to be not in keeping with the character of the library.

Adopted: 9/7/1999

Revised: 7/1/2003; 5/17/2007; 8/8/2007; 2/5/2020, xx/xx/2025

(Policy on Distribution of Brochures Free Newspapers, Newsletters and Other Handouts: Revised: 1/9/1996; 9/7/1999; 6/3/2003; 5/21/2007; 8/8/2007; 10/07/2020)