



## Posting Policy

### **I. Statement of Purpose**

The Westport Public Library Board of Trustees has determined that certain information and public notices should be posted in the Library, subject to a published written policy. The purpose of this Posting Policy is to establish the procedures and rules by which such information and public notices will be posted in the Library, and which will be applied without discrimination and in the best interests of all of the Library's users.

### **II. Community Events Bulletin Board**

- A. The Westport Public Library provides a Community Events Bulletin Board to post information about community events. Library staff may post flyers and other announcements of public events, seminars or courses in Westport and the surrounding communities. Priority will be given to Westport events and events of the current week if space limitations prohibit the posting of all items requested. Non-dated public service announcements from government agencies or non-profit agencies may be posted if space permits.
- B. Multiple copies of flyers or brochures which meet the above criteria may be left for display in the handout bins as space allows.
- C. The following items may not be posted or displayed on the Community Events Bulletin Board in the Library:
  - advertisements of personal services or products sold for profit
  - lost and found announcements
  - religious tracts
  - petitions
  - campaign literature
  - boxes or receptacles which solicit donations
  - material of unreasonable size
  - material deemed inappropriate in the reasonable discretion of the Library staff.
- D. The posting or distribution of items does not indicate that the Library endorses any organization, cause or activity.
- E. The Library cannot assume responsibility for the preservation, protection, or possible

## Westport Public Library Posting Policy

damage or theft of any item displayed on or near community bulletin boards. Items placed in the Library are done so at the owner's risk. The Library has the right to remove and discard any item.

### III. Community Services and Local Businesses Bulletin Board

- A. The Westport Public Library provides a Community Services and Local Businesses Bulletin Board to post information about community services and businesses. Library staff may post flyers and other announcements of services and businesses in Westport and the surrounding communities. Priority will be given to Westport items and events of the current week if space limitations prohibit the posting of all items requested. Non-dated announcements will remain on the bulletin board as long as space permits, but no longer than one month.
- B. Multiple copies of flyers or brochures which meet the above criteria may be left for display in the handout bins as space allows.
- C. The following items may be posted on the Community Services and Local Businesses Bulletin Board in the Library:
  - advertisements of personal services or products sold for profit
  - lost and found announcements
  - advertisements seeking roommates or apartments for rent
  - announcements of events, such as garage sales.
- D. The following items may **NOT** be posted on the Community Services and Local Businesses Bulletin Board in the Library:
  - religious tracts
  - petitions
  - campaign literature
  - boxes or receptacles which solicit donations
  - material of unreasonable size
  - material deemed inappropriate in the reasonable discretion of the Library staff.
- E. The posting or distribution of items does not indicate that the Library endorses any organization, cause or activity.
- F. The Library cannot assume responsibility for the preservation, protection, or possible damage or theft of any item displayed on or near community bulletin boards. Items placed in the Library are done so at the owner's risk. The Library has the right to remove and discard any item.

## **Westport Public Library Posting Policy**

### **IV. Signs and Posters Inside and Outside the Library**

- A. No sign or poster may be posted on or around the exterior of the Library building or inside the Library building except for the community bulletin boards in accordance with this Posting Policy.
- B. The Library Director may make exceptions to this Posting Policy if the sign or poster is related to an event or service sponsored or co-sponsored by the Library.

### **V. Enforcement**

The provisions of this Posting Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Posting Policy are final and are not subject to review.

### **VI. Amendment**

The Library Board of Trustees reserves the right to amend this Posting Policy at any time.

*Adopted by the Library Board of Trustees May 17, 2000; amended July 20, 2005.*