

**GLOUCESTER COUNTY LIBRARY SYSTEM
LIBRARY BULLETIN BOARD AND LITERATURE POLICY**

ARTICLE 1	LIBRARY BULLETIN BOARD AND LITERATURE POLICY	ADOPTED: 9/26/2018
SECTION 1.0		REVISED:

POLICY

The Gloucester County Library System (GCLS) makes a limited amount of bulletin board and literature rack display space available for flyers, notices, and printed information that may be of interest to the community. Priority will be given to Library and County notices, followed by notices issued by local non-profit organizations, and educational or governmental agencies that provide community services and events of educational, cultural or recreational value and interest. All postings must be appropriate for viewing by all ages.

GCLS does not advocate or endorse the viewpoints of any group or individual, and welcomes a broad spectrum of opinion and a variety of viewpoints. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented. Accepting a notice or placement of materials in a display rack does not imply endorsement or sponsorship by the Library or the GCL Commission.

Generally, events and services posted on the bulletin board should be available to the general public at no charge. Events or services by non-profit or governmental organizations may be posted even if an admission fee is required.

Local businesses may post a general flyer, brochure, or business card. However, no items devoted solely to the sale, solicitation or promotion of commercial products will be accepted. Items may not be offered for sale by individuals on the bulletin board.

The following materials may not be accepted:

- Materials inconsistent with library policies
- Campaign literature for a political candidate
- Campaign literature for political issues
- Handwritten materials, or notices on paper that is ripped or torn
- Personal messages

Items larger than letter-size (8.5 x 11 in.) may not be accepted due to space limitations. In the event the amount of material exceeds the available space, the Library reserves the right to limit individuals or organizations to one piece of literature for display or distribution.

All notices and flyers, brochures, etc. must be approved by an authorized member of Library staff. Notices and other information that have been posted without being approved will be taken down immediately and discarded. The library is not responsible for materials that are removed by someone other than a library staff member.

PROCEDURE

1. To request this free service, all materials must be submitted to a staff person at the Circulation Desk.
2. The name and contact information of the person responsible for submitting the material must be attached to the submitted material.
3. All notices and flyers, brochures, etc. must be approved by an authorized member of the library staff. The staff person's initials and the date of posting will be clearly written on the notice.
4. Materials must be posted by a staff person, not the person submitting the materials. It may take at least one week for submitted material to be authorized and posted.
5. Library staff is responsible for removing items after the information has expired or 30 days, whichever is sooner. All materials are considered disposable and library staff may remove and discard them as necessary.

Concerns about the Public Bulletin Board and Literature Policy must be presented in writing with specifics to the Library Director. Please provide your name and contact information. GCLS may amend or supplement this policy from time to time without notice and reserves the right to do so.