

COMMUNITY BULLETIN BOARD AND INFORMATION DISTRIBUTION  
AREAS POLICY

Drafted 12/6/21; RESOLUTION 2024-10;

## COMMUNITY BULLETIN BOARD AND INFORMATION DISTRIBUTION AREA POLICY

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The Warren County Library recognizes its role as a source of community information. Thus, the Library maintains community bulletin boards and spaces for the distribution of informational materials in the Library. Bulletin board space is provided for materials such as posters or flyers of interest to the community. Distribution space is provided in designated areas for the passive distribution of materials such as brochures and handouts. Bulletin boards and distribution spaces are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.

The community bulletin boards and distribution spaces will be used for the following types of information:

- Postings of forthcoming educational, social, civic, charitable, cultural, or recreational activities
- Postings by nonprofit organizations, groups, agencies, or by any federal, state, or local government agency providing services to citizens
- Postings announcing community services and volunteer opportunities
- Nonpartisan election information

The following types of information will not be approved for display on the community bulletin boards or in the distribution spaces:

- Materials that are obscene, libelous, threatening, defamatory, harassing, violate intellectual property laws, or advocate illegal activity
- Political campaign materials of a partisan nature urging people to vote for or against a person or an issue
- Commercial notices, solicitations, business cards, third-party job postings, and retail advertising
- Personal notices of items for sale
- Personal solicitations for fundraisers (i.e. walkathons, auctions, galas, etc.) or signing petitions or letters
- Materials that are obviously false or contain misleading information

## Posting Guidelines

- All materials posted or distributed must comply with this policy and any other applicable Library policy, procedure, or guideline. No other materials may be posted or distributed.
- Materials must be submitted to a staff member at the circulation desk. The name and contact information of the person responsible for submitting the materials must be attached.
- All materials must be approved by the branch manager or designated staff member before being posted. Materials must be posted by a staff member, not the person submitting the materials.
- Materials posted or distributed without authorization from the Library will be discarded.
- Items must be appropriate for viewing by all ages.
- Materials must set forth the name of the sponsoring organization and contact information whom interested parties can contact.
- Only one notice will be posted per event or function.
- The Library will not accept handwritten notices or notices on paper that is ripped or torn.
- Items may be rejected for lack of space.
- The Library may limit the amount of time items remain on display.
- At its discretion, the Library may distribute newspapers and other materials which are provided free of charge at the Library.
- The Library reserves the right to limit the quantities of materials accepted for handout.
- The Library assumes no responsibility for the preservation or protection of materials posted or distributed.
- The Library takes no responsibility for notifying users when their supply of materials to be distributed is exhausted.
- Materials will not be returned.

To ensure equitable access to the limited display space available at each branch, a branch manager may establish criteria for that branch regarding the posting and distribution of materials, including:

- The maximum size of materials to be posted or distributed.

- The maximum length of time that materials may be displayed.
- The maximum amount of time before an event a notice will be posted.
- The maximum number of handouts to be displayed.
- The frequency with which materials may be posted or displayed by the same organization.
- Consistent methods for allocating space, should the amount of materials exceed the space available for posting or distribution.

Materials that do not comply with this policy will be removed. Failure to comply with this policy may result in denial of future posting privileges.

### Appeals Process

In the event that a group or individual would like to appeal the Library's decision not to display an item, an appeal may be made, in writing, to the Library Director, whose decision shall be final. The letter of appeal should be sent to:

Warren County Library Director

2 Shotwell Dr.

Belvidere, NJ 07823

### Disclaimer

The posting or distribution of materials in the Warren County Library does not indicate the Library's endorsement of the issues, events, services, or organizations promoted by those materials.