

**DOVER PUBLIC LIBRARY**  
**Bulletin Board & Literature Distribution Policy**

The library maintains two public bulletin boards in its front foyer for municipal postings and area-wide community events announcements. The use, by individuals or organizations, of the library for exhibits, displays, announcements, or distribution of materials is not a right, but a privilege which is subject to review by the Board of Trustees.

All material for distribution must be placed in library designated display areas. Library staff have discretion in posting event announcements or in displaying literature. All notices, posters, or free literature must be pre-approved and placed on the bulletin boards or on display by library staff. Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed. Staff may discard items not approved for placement, or excess copies of any items received.

The following procedures are used as guidelines:

- 1.) All requests for posting announcements or literature must be submitted at the Adult Circulation Desk. Those accepted will be stamped or initialed on the reverse side by a library staff member.
- 2.) Posters should be no larger than 24" X 36".
- 3.) Events announcements shall generally be from non-profit organizations and must be related to educational, cultural, intellectual, or charitable activities.
- 4.) Tables, library books, bookstacks, or furniture may not be used for distribution of materials. Any unapproved materials shall be removed and discarded. The library cannot be held responsible for returning materials to the donors.
- 5.) The library reserves the right to rotate/move any announcement in order to provide an equitable amount of time and space for all.
- 6.) The library does not advocate or endorse any of the activities described on the announcements.
- 7.) The library will not post announcements of items for sale, business advertisements, or any personal messages.

- 8.) The library reserves the right to remove any announcement not deemed in compliance with this policy. The library takes no responsibility for notifying users when the supply of materials to be distributed is exhausted.
- 9.) The library retains the right to deny space for any notices or material that do not comply with these terms. Violations of these terms may result in denial of future access to the space.
- 10.) No organization or individual shall be permitted to place in the library any receptacle which solicits donations, nor shall any poster or display be permitted which advocates or solicits consideration of any product or item sold by any commercial or charitable enterprise. No organization may solicit donations or contributions, charitable or otherwise, within the building or on library grounds. Exceptions may be granted for library fund raising or library-sponsored events.

Adopted by the Dover Public Library Board of Trustees

Date: 6/4/09

Revised 5/6/10