



## POSTINGS/HANDOUTS POLICY

### **POLICY STATEMENT:**

Each Rock Island Public Library building has bulletin boards for the display of public announcements, and areas for the distribution of handouts and free publications.

### **PROCEDURES:**

- All posters will be approved by administrative staff, date-stamped and initialed before posting. Any items without a library stamp will be removed.
- As space permits, items will be posted or placed for distribution.
- When space becomes limited, items will be removed under the following guidelines:
  - Items from organizations other than the Rock Island Public Library
  - Items that have been displayed the longest
  - Items larger than 8.5 x 14 inches
  - Items advertising more than one event, using space over a long period of time
- Staff will evaluate postings and handouts on a weekly basis.

### **REGULATIONS:**

- Announcements will be posted on existing bulletin boards. No taping, nailing or posting elsewhere on library walls, doors, or windows is permitted.
- Bulletin boards are only available to non-profit, non-denominational organizations to announce events of cultural and educational interests to the community as a whole.
- The posting of an announcement is not to be construed in any manner as an endorsement by the Rock Island Public Library.
- Space is not available for the sale of items, merchandise, or services by individuals or businesses, or the advertising of a political or religious nature.
- Yard signs of any kind are not allowed on library property, unless they are library-related and approved by staff.
- The Mobile Library will only post library-related material. Exceptions may be made by the library director, or designee.

### **GUIDELINES:**

- The library is not committed to keeping a poster or handout up to the date of the event.
- Staff has the right to remove any posting at any time.

- Postings/handouts will not be returned to the responsible party.
- The library will be a drop off spot for free publications, and will make them available to the public as space allows.
- Employment or trade education recruitment information may be posted on the basis of meeting community needs for job or career education, or for serving a broad range of industries, trades, and employers. Posting is not guaranteed.

REVISED: APRIL 2013

BOARD APPROVED: 5/21/2013

REVISED & APPROVED: 4/19/2016

REVIEWED: 7/22/2019; APPROVED: 8/20/2019

REVISED & APPROVED: 8/18/2020

REVISED & APPROVED: 4/19/2022