



DANSVILLE PUBLIC LIBRARY

WHERE KNOWLEDGE GROWS

WWW.DANSVILLELIBRARY.ORG

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Bulletin Board, Display Rack/Tables, and Outdoor Fence Display Policy

A. Purpose

The Library maintains a bulletin board, several display racks/table space, and outdoor fence line display areas to provide public information and to give organizations an opportunity to publicize community events related to civic, educational, cultural, intellectual or charitable activities. In order to avoid the appearance of an endorsement, the library will not post notices of partisan political, religious or commercial events or activities.

The presence of a poster, brochure, flyer, or any other notice in the Library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

B. Conditions for Display

1. The Library Director will review all items to be posted to any display area to determine policy compliance. Decisions may be appealed in writing to the Library Board of Trustees.
2. Materials to be displayed should be delivered to the Main Desk for the Director's approval. The Director will date and post approved posters and flyers for the bulletin board. Materials for display racks or tables will be reviewed by the Director. Requests for use of the outdoor fence-line display must be made in person to the Director. The Library will

remove any items that have not been reviewed and approved by the Director.

3. Materials for display racks/table will be placed as space allows. Materials that will be automatically removed include business cards, retail sales flyers, and similar for-profit items.
4. Materials will be removed as they become outdated or which have been on display for an excessive period of time. The Library is not responsible for their return. Open-ended or undated items will be periodically reviewed for possible removal based on space available.

C. Arrangement of Bulletin Board

The bulletin board is roughly divided into four sections.

- a. **DANVILLE PUBLIC LIBRARY EVENTS:** This section is reserved for DPL events or programs supported by the Library.
- b. **COMMUNITY ORGANIZATIONS AND SERVICES:** This section is reserved for non-profit and/or public services determined to be of interest to the general public. These may be sources of help, educational, or informational for the community members, such as non-profit referral organizations, educational opportunities, and government assistance notices. This section includes notices of coming events sponsored by a variety of non-profit organizations. Materials are reviewed on a daily basis and will be posted as soon as possible or as space allows.
- c. **EMPLOYMENT, HIGHER EDUCATION, MILITARY SERVICE, COLLEGE FINANCIAL ASSISTANCE:** These items will be posted as space allows. Some materials may appear as shelf-top displays in the adult non-fiction area.
- d. **CLASSIFIEDS:** This "Want Ad" section serves to display notices of available or needed goods and services, and for notices of lost pets.

D. Outdoor Fence-line Display Area

The outdoor fence-line display is restricted to the panels directly on the corner of Main and Perine Streets. To avoid overuse and unsightly displays, this area is strictly reserved for Library use only. Occasional exceptions will be made for short term use by non-profit organizations (one to 4 weeks) and celebratory events for the entire community. Use of this area must be requested in person. Postings on the fence or on the Library property when there has been no formal request will be immediately removed.

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