

W.H. Walters Free Public Library

Bulletin Board Policy

Purpose

The W.H. Walters Free Public Library provides a bulletin board as a community service to share information about local events, programs, and services of general interest to the public.

Guidelines for Posting

- All materials must be submitted to Library staff for review and approval prior to posting.
- Only authorized Library staff may post or remove materials.
- Space on the bulletin board is limited; submission does not guarantee posting.
- Priority may be given to Library-sponsored programs, municipal notices, and nonprofit community information.
- The Library reserves the right to determine appropriateness, placement, and duration of all posted materials.

Permitted Materials

The Library bulletin board may accept the following types of materials, subject to staff approval and available space:

- Announcements of local community events, programs, and activities of public interest.
- Materials from non-profit, educational, cultural, civic, or community-based organizations.
- Official notices from municipal, county, state, or other governmental agencies.
- Information promoting public services, resources, or programs that benefit the community.

Non-Permitted Materials

The following will not be accepted for posting:

- Materials that are obscene, defamatory, discriminatory, or otherwise unlawful.
- Materials that promote or encourage illegal activity.
- Postings that interfere with the Library's mission, operations, or the orderly use of Library facilities.

- Commercial or for-profit materials, including but not limited to promotional materials, solicitations, or announcements from businesses or individuals offering goods or services for sale.
- Political campaign materials or materials intended to endorse or oppose any candidate or ballot measure.

Posting Duration

- Approved materials will generally be displayed until the date of the advertised event or for a maximum of thirty (30) days, whichever occurs first.
- The Library reserves the right to remove materials at its discretion at any time.

Disclaimer

Posting materials on the bulletin board does not constitute endorsements by the W.H. Walters Free Public Library.

Municipal Building Notice

The Library bulletin board is separate from the municipal building's main bulletin board. Materials intended for the municipal bulletin board should be submitted to the appropriate municipal office.

Effective Date

This policy shall take effect upon adoption by the Board of Trustees of the W.H. Walters Free Public Library at a duly noticed public meeting.

Adoption

Adopted by the **W.H. Walters Free Public Library Board of Trustees** on **May 18, 2026.**