

<b>Cromaine District Library</b>  <b>Policy</b>	Policy #: 4031
<i>BULLETIN BOARDS AND INFORMATION DISTRIBUTION AREAS</i>	<u>Tracking Record</u> Date Approved: 2/18/99 Revised: 9/19/02; 12/14/06

### **Purpose**

As part of its public service and information mission, the Library provides information to the community through displays, handouts, and announcements provided by the Library or by other non-profit organizations, community groups or governmental agencies. Though the Library may be providing space for a display, handout, or announcement, this does not mean that the Library endorses the activity and /or information.

The Library has a limited amount of space available for the distribution of announcements and literature by organizations engaged in educational, cultural, intellectual, or charitable activities in Hartland and surrounding communities. Priority, when space is at a premium, must go to Cromaine District Library materials and Hartland events.

#### **A. Bulletin Boards That Are Reserved for Use by the Cromaine Library.**

The bulletin board in the vestibule of the Village Library is reserved for the exclusive use by the library to post materials

- \* about Library services, programs, and events;
- \* from the Friends of the Cromaine Library

#### **B. Bulletin Boards for Public Information**

1. Materials will be accepted for posting as follows:

- a. Material from not-for-profit organizations in the Cromaine District Library District.
- b. Notices of programs in Livingston County of interest to our patrons. Other Michigan events will be posted as space permits.

2. Materials of a commercial nature will not be accepted.

#### **C. Literature Racks.**

Materials of general interest, such as state and federal government information, will be accepted as space permits.

### **Regulations Concerning the Distribution of Materials in the Library**

Announcements and literature for distribution must be submitted to the Circulation Department for approval. Because space is limited, it may not always be possible to distribute all announcements and literature that are acceptable under the above guidelines.

### **Priorities for Posting or Distribution of Material in the Library**

The following priorities will be used to determine which items will be distributed in the Library or posted on Library bulletin boards:

1. Materials produced by the Library, the Township, Hartland Area Chamber of Commerce, and other local organizations.

**Priorities for Posting or Distribution of Material in the Library, Cont.**

2. Announcements of time sensitive events to be held in Livingston County and other events of interest to area residents.
3. All other materials.
4. Announcements of events may be posted 4 weeks before the event. General interest materials may be posted for up to 8 weeks.