

Alamosa Public Library
300 Hunt Ave.
Alamosa, CO 81101

Bulletin Board Policy

I. Background

The library offers a bulletin board as a public service for the purpose of displaying notices, event listings, and information for cultural, educational, and civic organizations. This service is in keeping with the Library's overall philosophy of providing access to a wide range of information sources.

Space for community postings is provided on a first-come/first-served basis. Posting of materials on the public bulletin board does not indicate Library endorsement of the promoters, sponsors, content, ideas, issues, or events promoted by these materials.

II. Priorities

Because space is limited, it may not always be possible to post all posters and announcements that are acceptable under the listed guidelines. The following priorities (from high to low) will be used to determine which posters and announcements will be posted:

1. Library events & information, and City of Alamosa or other governmental legal notices.
2. Government agency information, including City, State and Federal.
3. Chamber of Commerce, non-profit business development organizations, and other tourism information.
4. Organizations funded or created by the City of Alamosa, non-profit neighborhood associations within the City of Alamosa, and organizations partnering with the City of Alamosa to meet strategic or organizational goals.
5. Academic catalogs and information from accredited, public education institutions.
6. Health or employment information dispersed by nonprofit organizations.
7. Dated, specific events sponsored by or benefiting cultural, educational, or civic nonprofit organizations.
8. All others as determined by the Library Director or Head Librarian.

III. Guidelines

Organizations may post notices and display publications subject to the following guidelines:

- All posters and/or flyers must be submitted to the Library staff for approval prior to display. Any unauthorized items found on the bulletin board will be removed and discarded.
- Preferred size is 8 ½" X 11". Materials submitted should not exceed 8 ½" by 14" in size, although exceptions may be requested of the Library Director or Head Librarian.
- The appearance and content of the notice must be suitable for display in a public service area.
- Each posting must clearly show the name of the group or individual responsible for its content.
- Normally only one posting per group, individual, or event is permitted on any one public bulletin board at any one time.
- The library will display information for specific events no more than one month in advance of the event. Library staff will remove and discard postings after the event takes place.
- Bulletin board notices shall be dated when posted and shall be displayed for no longer than two (2) weeks.
- Long term postings (including hotlines, social service information, nonprofit newsletters, and ongoing events) will be displayed as space permits.
- Posters will be accepted which promote a particular religious, political, social, or other point of view only insofar as they are limited to informing of a particular event, public meeting, or public service.
- The Library assumes no responsibility for the preservation or protection of materials and items may be disposed of by the Library staff as needed.
- The Library Board reserves the right to remove any and all notices and accepts no responsibility for the loss, condition, or destruction of notices. Notices will not be returned.

The following items will not be accepted for posting:

- Political postings that advocate a specific party or candidate and postings that promote a stance on a public issue.
- Postings of a purely commercial nature for products or services offered by commercial, charitable enterprises, or individuals.
- Private notices or advertisements will not be posted. (Examples include "Puppies for sale", "home-based cosmetic businesses", rental announcements, etc.)
- Requests for contributions.

- Electioneering materials or petitions.
- Materials will not be posted if they: (a) would tend to incite or produce imminent lawless action, (b) are obscene, (c) are obviously false or contain misleading information, or (d) are defamatory.

Application of these guidelines will be based on the judgement of the Library Director or Head Librarian. Requests that do not fall clearly within these guidelines may be authorized only if they are deemed in the best interest of the library and the community.

**Approved by Library Board of Trustees
April 28, 2009**