

LIVERMORE PUBLIC LIBRARY

COMMUNITY BULLETIN BOARDS AND DISTRIBUTION OF FREE MATERIALS POLICY

I. Policy:

As part of its mission to provide timely, accurate information, the Library provides bulletin boards and/or other space for posting and display of information of community interest. Community interest is understood to include civic, cultural, educational and local government agency information of interest to the Tri Valley community. Priority is given to Library and City of Livermore programs and information. Providing space does not imply Library endorsement of the events or information on display.

During local, state and federal elections, non-partisan pro and con information material may be posted. No political candidate material, partisan political messages, petitions or similar items will be posted. Information of a religious nature other than the posting of faith sponsored events will not be posted.

Petitioning, soliciting or distributing literature or leaflets or other types of canvassing and appeals by members of the public are not allowed in the library. A "free expression" area is available by reservation at each library site. Free and unfettered access to library facilities must be maintained. Rare exceptions under unusual circumstances may only be made for specific Department or County projects with the express approval of the Director.

All items must be submitted for approval and must meet the guidelines established. Space is made available at the sole discretion of the Library Director. Items posted without approval will be removed and discarded.

II. Procedure

Bulletin Board and Display Space

Bulletin board and display space varies among library facilities. Demand for space varies by time of year and the demands of library programming. The following procedures will be used by library staff designated to maintain public bulletin board and display areas inside the facilities.

1. Priority is given to the Livermore Public Library, City of Livermore and Livermore community programs, meetings and events as space is available. Library activities include meetings and programs of the Friends of the Livermore Public Library and other programs in support of the Livermore Public Library.
2. Bulletin board items are generally posted once a week. Other than Library or City of Livermore materials, no item will remain more than one

month. Materials may be removed more quickly as space and volume of submission allows.

3. Appearance counts:

- All materials must include the name, address and phone number of the individual or organization sponsoring the event.
- Handwritten announcements or items on scraps of paper may not be posted.
- For bulletin boards, items are limited to one piece not more than 8 1/2 x 11".
- Typeface should be large enough to be read at a distance of at least 1 foot.

4. Items for consideration should be left at the Check Out desk of the Library where posting is desired. Due to the high volume received, materials submitted will not be saved for return. As a result of limited space, there is no guarantee of posting or distribution. Items that have not been brought to the desk for approval, date stamped and posted by designated staff will be removed.

5. Limits

- Bulletin Boards
Single item
- Free literature displays
No more than 50 flyers or brochures
- Regular publications

The library will establish limits on a case by case basis. Limits on the amount of materials may vary from library site to library site due to space considerations. If staff determines that an item is of limited interest to library patrons, it will be discontinued.

Examples of items which *may be considered* for posting:

- Announcements from non-profit, government and service agencies
 - Included are requests for volunteers, explanation of agency services, notices of special programs
- Notices of hearings from City, County, State or Federal agencies
- Program flyers from Friends of the Livermore Library.
- Livermore Valley Joint Unified School District and Las Positas College announcements
- Pro and con literature on political campaigns such as the information provided by the Registrar of Voters, or the League of Women Voters

Examples of items which are *excluded* from posting

- Political candidate material or posters

- Material about items or services for sale
- Job and recruitment announcements are posted by staff in a designated area. The Library does not post “job wanted” announcements.

Exceptions may be made for Friends of the Livermore Public Library and cultural events such as local fairs, theatrical productions, and art shows.

Free literature

Publications approved by prior arrangement, may be shelved in a designated area by a delivery service. Delivery people should remove old copies of the publication All others must be brought to the Check Out desk.

It is understood that accepted publications such as Bay Area Parent contain ads. The information content makes this type of publication appropriate. Publications that are principally sales tools such as real estate listings are not suitable.

Current school and park district registration brochures are maintained to the extent possible given space constraints. Bulletins, information and brochures including the Driver’s License text review, GED information, FFSA applications, bus schedules, and income tax forms are maintained where space is available.

Approved: Livermore Public Library Board of Trustees
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