

# **WOODBURY PUBLIC LIBRARY POLICY/PROCEDURES MANUAL**

## **DISTRIBUTION OF FREE LITERATURE/PUBLIC BULLETIN BOARDS**

### **Library Bulletin Board/Circulation Desk Display Racks**

The library maintains a bulletin board in the vestibule of the library, which is strictly reserved for library programs. Display racks on the circulation desk are likewise solely reserved for library materials.

### **Community Bulletin Board**

The Community Bulletin Board may be used to post information for local, regional, non-profit and non-commercial events as noted below.

- Events must be open to the public.
- Want ads, classified and for sale ads are not permitted.
- All postings should be given to a staff member for acceptance and actual posting.

### **Free Literature Display**

- Anyone wishing to display copies of free literature will give the material to a member of the staff for acceptance. Once approved, regular monthly displays (newspapers, etc.) may be delivered to the circulation desk.
- Commercial or personal advertising is not permitted and will be removed if left in the library. Exceptions may be made with approval from the Library Director.
- Content of local interest will be given first consideration.

### **Community Cabinet**

- Display case enables local Woodbury organizations/businesses to showcase their products.
- Application for use can be obtained from the Library Director.

The Library Director will make all decisions on appropriate postings and literature. The library is not responsible for the accuracy of items displayed and posted. Display does not indicate library endorsement.

WPL Board of Trustees  
Approved/Adopted: 5/17/1999  
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