



## Bulletin Boards and Display Areas (Public Use)

### Purpose

The purpose of this policy is to define the public's use of the bulletin board and other display areas within the Orange City Public Library.

### Scope

Designated areas within the library are available for government, non-profit, and educational organizations to promote awareness of services and events of interest to the local community. Organizations based in Orange City will be given priority. Postings of artistic, cultural, educational, civic, or historic reference offered by commercial operations will be posted space permitting.

### General Information

Library staff must approve all notices, posters, and pamphlets.

The following applies to the public bulletin board and all spaces used for the aforementioned purposes:

- Content of posters must abide by existing laws (copyright, libel, obscenity, etc.).
- Unapproved materials will be removed and discarded.
- Handwritten material will not be posted.
- Notices are subject to a thirty-day limit with no guarantee of time.
- Once notices are removed, they are discarded.
- Postings are subject to space availability.
- The bulletin board on the west side of the entryway is designated for community events and notices.
- Pamphlets and multi-copy information are to be displayed at our brochure table .
- The facility may not be used to advertise or sell personal or commercial items or services or for fundraising or recruitment.
  - Fundraising by local nonprofits is permitted.
- Petitions or material advocating an election, ballot issues, referendums, or candidates for public office are prohibited. (Iowa Code §68A.406)

- The Library does not assume responsibility for materials damaged or stolen.
- Acceptance of materials for display does not imply the Library's endorsement of a group or organization or its policies or beliefs.
- The Administrative Librarian reserves the right to make exceptions and is the final authority regarding availability and use of library spaces and facilities.

## Public Bulletin Board Policy | History

| Date              | Action Taken         |
|-------------------|----------------------|
| 2015              | Approved             |
| 2021              | Revised and Approved |
| February 28, 2023 | Revised and Approved |
| January 27, 2026  | Revised and Approved |