

## **JACK RUSSELL MEMORIAL LIBRARY BULLETIN BOARD POLICY**

The Jack Russell Memorial Library provides space on its public bulletin board for announcements and notices of local community interest. This service is in keeping with the library's overall philosophy of providing access to a wide range of information sources.

- Space is designated in this priority order:
  1. Jack Russell Memorial Library
  2. Friends of the Library
  3. City of Hartford Notices and Information
  4. Hartford School Districts' Notices and Information
  5. Non-Profit organizations of local interest
- All notices, flyers and posters must be approved, posted and removed from the bulletin board by library staff. These items may be left at the circulation desk for review, and will be posted within 48 hours.
- Staff will remove and discard items not approved for placement.
- Announcements for upcoming events may be posted no earlier than 30 days prior to the event. Items will be posted on an equitable basis subject to available space. Library staff will discard the announcement after the event.
- Announcements with no specific date will be posted for a period of approximately 30 days, which may be extended if space is available.
- Religious and political materials are permissible for informational purposes or special events.
- Notices to be posted should be no larger than 8 ½" by 11", and should be professionally printed or neatly hand-printed.
- The following are examples of notices that are unacceptable for posting:
  1. Items devoted solely to the sale, advertising, solicitation or promotion of products or services by for-profit entities or individuals.
  2. Personal notices such as child care, tutoring, lost pets, rentals, etc.
  3. Requests for contributions to specific organizations or causes.
  4. Materials that promote specific political candidates or take a specific stand on public issues.
  5. Organizational membership applications.

The posting of a notice or announcement on the public bulletin board does not imply endorsement by the Jack Russell Memorial Library Board, staff or the City of Hartford.

Approved June 13, 2012  
Jack Russell Library Board