

## **Lewes Public Library Bulletin Board Policy**

The Lewes Library maintains bulletin boards and brochure racks for the passive distribution of information related to the library, the community, public service information and materials of educational or cultural interest. Posting of material does not imply Library endorsement of events or organizations.

The Library has used as a resource the American Library Association's interpretation of the Library Bill of Rights regarding Exhibit Spaces and Bulletin Boards.

All materials for display must be submitted to the appropriate staff member for approval and posting. Any posted material that has not been approved will be removed and discarded. Dated material will be displayed for 2 weeks, unless a longer time period is required, such as a government posting requirement. Undated material will be removed after 2 weeks, or as space is needed. Material will be removed within 24 hours after the date of the event and will be discarded. Preferred size is 8 ½" X 11", no items larger than 11" X 17" due to space limitations.

Since space is limited, local or regional postings receive priority. Materials will be posted and/or distributed in the following order of criteria/priority:

1. Library events & information, and City of Lewes or other governmental legal notices.
2. Government agency information, including City, State and US Government.
3. Chamber of Commerce, non-profit business development organizations & other tourism information.
4. Organizations funded or created by the City of Lewes, non-profit neighborhood associations within the City of Lewes, and organizations partnering with the City of Lewes to meet strategic or organizational goals.
5. Historical information, including organizations such as the Lewes Historical Society, Fort Miles, Overfalls, Lighthouse Foundation, etc.
6. Academic catalogs and information from accredited, public education institutions.
7. Health or Employment information dispersed by nonprofit organizations.
8. Dated, specific events sponsored by or benefiting cultural, educational, or civic nonprofit organizations.
9. Transportation information.
10. Community newspapers, magazines and directories distributed free of charge, with or without advertising, containing news and articles of local interest.

Materials which will not be posted include personal requests, commercial advertisements of products or services, flyers or brochures promoting a specific political party, candidate or agenda and religious flyers or brochures, corporate or other non-profit organizations unless they fit the criteria above.

All items are posted at the final discretion of the Library Director.