

## BULLETIN BOARD AND PAMPHLET RACK POLICY

The Lapeer District Library (“Library”) provides space for exhibits, displays and postings of a civic, charitable, educational, cultural, governmental, or recreational nature. Bulletin Boards may also be used for Library purposes such as to publicize Library services, collections, or activities. Thus, this Policy (“Policy”) does not apply to the Library’s use or co-sponsored use and the Library’s use and co-sponsored use has first priority. When not used for Library sponsored or co-sponsored events, space designated by the Library for public use may be used for exhibits, displays and postings pursuant to this Policy.

### **I. Regulation of Space:**

- A. *Location.* Pamphlet racks if available are limited to the current locations in each branch. Bulletin boards, if available, are typically located in the lobby of each branch.
- B. *Accessible to All Patrons.* The pamphlet rack and bulletin board are located within the Library are open to adults and children of all ages and sensibilities.
- C. *Approval.* All notices for the bulletin board and pamphlets for the pamphlet rack must be given to the Library Director for approval and posting pursuant to this Policy. Pamphlet racks and bulletin board space are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.
- D. *Time Limit.* Materials shall be posted on the bulletin board for no more than two (2) weeks after receipt. All materials shall be dated. Time sensitive material shall also be removed the day following the announced event or final date listed on the document. For the pamphlet rack, materials will be available on the rack for (1) two months, or (2) until the material becomes damaged, rundown, or deteriorated, whichever occurs first.
- E. *Nature of Materials.* Materials posted are limited to postings that are educational, cultural, intellectual, charitable, or recreational in nature. Commercial notices or personal notices, including anything for sale, will not be posted. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals in the pamphlet rack or on the bulletin board.
- F. *Limit on Notices.*
  - 1. Bulletin Board. There is a limit of one posting per sponsor at a time on the bulletin board. Items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, multiple copies may not be posted.
  - 2. Pamphlet Rack. There is a limit of one pamphlet space per sponsor at one time and the number of pamphlets cannot exceed the space provided.
- G. *No Violations of Law.* Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

- H. *No Endorsement.* All postings and pamphlets must clearly identify the name of the person or organization that posted the material. The Library does not endorse content nor imply agreement or disagreement with beliefs or viewpoints expressed in the postings.

#### **IV. Right of Appeal**

Any person or organization aggrieved by the Director or designee's decision regarding the use of the Bulletin Board or Pamphlet Rack may appeal that decision to the Lapeer District Library Board ("Library Board"). Such appeal shall be made within 10 business days of the decision. The appeal letter must indicate it is an appeal and be sent to the Library Director. The person or organization must include the reasons for the appeal. The decision of the Library Board is final.

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