

Bulletin Board and Posters

Reference: Adopted by the Library Board
 August 26, 2014

Bulletin Board

The Cloquet Public Library maintains a public bulletin board to inform the public about matters of local or general community interest.

Persons wishing to post items on the bulletin board should ask approval from the library director before posting. Items to be posted must be in good taste.

The length of time an item may be displayed is left to the discretion of the library director and is based on available space, the priorities listed below, and time constraints inherent in event postings.

Because of limited space, the following **priorities** will be used to determine the materials to be posted:

- Information from the library
- Information from state, federal, and local units of government
- Information from local school districts
- Cultural opportunities
- Local civic and non-profit events

The library will remove expired materials.

Materials **not to be posted** include:

- Sales brochures
- Business advertising
- Private want ads (for sale, for rent, garage sales, etc.)
- Political publications of a partisan nature or for a particular candidate
- Religious and church publications

Items found on the library bulletin board not conforming to these rules will be removed and discarded.

Posters

The use by individuals and organizations of the library's posting space in the library's lobby is not a right, but a privilege that is subject to review by the Board of Directors.

Priority

Generally, poster space is available on a first-come, first-served basis. However, due to space constraints, some preferences may be made based on the following conditions:

- Preference will be given to posters for local area events
- Preference will be given to posters for single events rather than multiple events

Guidelines for posting

Posters may be posted only by library staff. Posters should be left at the customer service desk.

- The library does not guarantee that every poster will be posted.

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- Items generally are not posted more than two (2) weeks before an event.
- The library assumes no responsibility for the preservation protection, or possible damage or theft of any item posted. Library staff will remove any posters that have been defaced.
- Posters will not be returned.
- The library may limit the period of time any poster may remain on display.
- The library reserves the right to provide space on a long-term basis for announcements which give specific help to visitors or residents on a continuing basis such as bus schedules, crisis services, etc.

Appearance

Posters should be concisely informative and have a “professional” appearance. They should not exceed a maximum size of 8-1/2 x 11 due to space limitations. The library director may make exceptions.

No box, receptacle, or canister may be part of any posting.