

# St. Johns County Public Library System

[www.sjcpls.org](http://www.sjcpls.org)



## **Policy Title: Bulletin Board/Pamphlet Display Policy**

The St. Johns County Public Library System (SJCPLS) serves the information needs of the community by providing sources of information and assistance in locating information. In its role as a center for community information, the library provides space for the dissemination of information of interest to the St. Johns County Community. Priority will be given to materials relating to the Library, Friends of the Library and the St. Johns County government. As space allows, public notices and announcements of upcoming meetings, civic, cultural, educational and recreational events sponsored by not-for-profit organizations may be posted with permission of the Library Director or designee.

### ***The brochures, hand-outs and flyers will be displayed under the following guidelines:***

1. The community bulletin board & brochure/handout displays are provided as a public service to publicize local groups, meetings, cultural events, non-partisan political events, fundraising events for non-profit organizations, educational opportunities or other services of a non-profit, non-self-promoting nature.
2. Items will be dated when posted on the community bulletin boards. Items will be displayed for a maximum of one month as space allows. The Library is not responsible for saving meeting notices or posters.
3. Campaign literature and personal notices will not be posted.
4. Advertisements, newspapers or commercial notices by for-profit organizations will not be posted.
5. Notices promoting political parties or candidates or those advocating the election of any candidate or a stand on any issue on the election ballot will not be displayed.
6. Posters, petitions and the like that advocate a position on a public issue will not be displayed.
7. All items for the community bulletin board and brochure/handout displays must be approved by the Library Director or designee. Items for consideration may be left in the Administrative Office or at the Circulation Desk.
8. Display items must be of reasonable size in relation to the space available but may be no larger than 8 1/2" x 14" (legal size). Display items may be rejected if they detract from the effective use of space or because of a lack of space.
9. The use of the Library's bulletin boards and or display does not constitute an endorsement of any organization's policies or beliefs.

10. Public Notices/free materials may be accessible by the general public and could be removed or altered by a member of the public. It is not the Library staff's responsibility to "guard" these materials or to keep track of quantities or availability of these materials.
11. Unapproved materials will be removed and discarded without notification.

***This policy supports the St. Johns County Administrative Code, Section 105.3***