

## **Charlotte Community Library Bulletin Board Policy**

### **Responsibility**

The Library Director, or designee, is responsible for the management of this bulletin board, in conformance with this policy.

### **General Use**

The public bulletin board is divided into three sections; sections are numbered from left to right. Section one may only be used by the library and the Friends of the Library. Section two may be used by the Friends of the Library and by community non-profit organizations which operate within the City of Charlotte or the Townships of Eaton or Carmel. Section three may be used by individuals seeking employment, by any individual seeking to employ a person, or by community organizations for event advertisement.

### **Library Use**

The library and the Friends of the Library may use their section as deemed appropriate by their governing boards. On occasion, the Library and/or the Friends of the Library may find it necessary to use part of section two of the bulletin board. These uses shall take precedence.

### **Community Non-Profit Organization Use**

If space is available, an eligible organization may post a notice no larger than 8.5 inches by 11 inches. The staff member receiving the posting shall note the date of the receipt and his/her initials in the lower right-hand corner of the document. The library shall post the notice on bulletin board no later than three days after its submission for posting. Notices shall not remain on the bulletin board longer than the date of the event or thirty (30) days whichever is less. In the event, there is not sufficient space to post all submitted notices, notices that are not date sensitive shall be removed, starting with the oldest notice. Persons posting such notices are not entitled to the return of the notice.

### **Employment Use**

A person may post a notice no larger than 8.5 inches by 11 inches. The staff member receiving the posting shall note the date of the receipt and his/her initials in the lower right-hand corner of the document. The library shall post the notice on the bulletin board no later than three days after it is submitted. Notices will be removed after 30 days or after the date of the advertised event, whichever is less. In the event there is not sufficient space for all submitted notices, the oldest notices that have been posted for at least 14 days shall be removed. The action of posting a notice regarding employment, or an event, does not imply endorsement or

recommendation by the library. Persons posting such notices are not entitled to the return of the notice

**Disclaimer**

The bulletin board shall contain a notice disclaiming liability, sponsorship or endorsement of any advertisement.

The bulletin board is a public service provided by the Library. Items displayed are not necessarily endorsed, or recommended, by the library.

Approved by the Board of Trustees April 15, 2010.