	<b>LIBRARY DISTRICT POLICIES AND PROCEDURES</b>		
	Revision Approval:		Date Approved: 12/19/2018
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I. PURPOSE


- A. To set forth the terms and conditions under which the Yavapai County Free Library District will use bulletin boards or handout areas to display notices, event listings, and information for cultural, educational, and civic organizations. This service is in keeping with the Library's overall philosophy of providing access to a wide range of information sources.

II. POLICY

- A. Yavapai County Free Library District branches may have bulletin boards and handout areas to provide information of local interest to library patrons. The amount of space available may vary at each branch library. The Library Coordinator at each branch will provide written approval before any items are posted on any bulletin board or placed in a handout area.
- B. Posting of materials on the public bulletin board or making handouts available does not mean Yavapai County Free Library District or its personnel endorses, promotes, or sponsors the content, ideas, issues, or events.
- C. Because space is limited, it may not always be possible to post all materials. The following priorities will be used to determine which materials will be posted:
1. Library events and information, Yavapai County government, and government legal notices.
  2. Government agency information, including, but not limited to, county, city, state, and federal.
  3. Chamber of Commerce, non-profit business development organizations, and tourism information.
  4. Organizations collaborating with the Yavapai County Free Library District to meet strategic or organizational goals.
  5. Academic information from accredited public education institutions.
  6. Health or employment information dispersed by nonprofit organizations.
  7. Specific events sponsored by the benefiting cultural, educational, or civic non-profit organization.

III. PROCEDURE

- A. All materials must be submitted to the Library Coordinator for written approval prior to display. Yavapai County Free Library District has sole discretion as to what materials will be approved for display and when such materials will be removed from display. All

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materials for the bulletin board must be stamped and dated by library personnel. Any unauthorized items found on the bulletin board will be removed and discarded.

- B. Preferred size is 8 ½" x 11" or smaller. Materials submitted that exceed 8 ½" x 11" shall require prior written approval.
- C. The appearance and content of the notice must be suitable for display in a public service area at the sole discretion of the Yavapai County Free Library District.
- D. All materials must clearly show the name of the group or individual responsible for its content.
- E. Generally only one posting will be approved per group, individual, or event at each library.
- F. The library will generally not display information for specific events more than one month in advance of the event. Library personnel will remove and discard postings after the event takes place.
- G. Bulletin board materials shall be dated and generally displayed for no longer than thirty days.
- H. Long term postings (including hotlines, social service information, non-profit newsletters and ongoing events) may be displayed as space permits.
- I. The Yavapai County Free Library District assumes no responsibility for the preservation or protection of materials and items, and the person requesting display understands that items and materials may be disposed of as needed.
- J. Posted materials will not be returned.