

Guidelines for handouts and bulletin board postings

The library provides a bulletin board as an extension of its information service. Space limitations require that the library carefully prioritize the information posted on the bulletin board.

In general, information will be provided as space is available and according to the following priorities:

Priority 1: Government agency information:

- We will post information from the following sources, regardless of content.
 - Information from federal, state, county, or city governments.
 - Information from agencies which receive a majority of their funding from government sources.
 - Such information can include position vacancy announcements from government offices; announcements of health screening services offered by the Health Department; and informational meetings.

Priority 2: Educational opportunities:

- We will post information regarding classes and other educational events which do not present a specific political or religious point of view. The classes must be offered in a group setting and open to the public.
 - Organizations may charge a fee for these classes.
 - Businesses **cannot** include advertisements about their services.
 - Tutoring sessions and one-on-one classes are considered a business promotion, and are not acceptable.

Priority 3: Public events:

- As space permits, we will post information regarding events which are open to the public, whether the events are free or not.
 - Such information can include announcements of plays, concerts, or art exhibitions; and announcements of fairs and festivals, ranging from a local church festival to the Maryland State Fair.
 - Information regarding special events sponsored by private or religious schools, such as open houses, is also acceptable.

Priority 4: Non-profit organizations:

- We will post information provided by non-profit organizations for opportunities and events which are open to the public and are not intended to promote a specific political or religious point of view. Such information can include nonprofit membership recruitment, disaster relief efforts sponsored by churches, or announcements of volunteer/support needs, such as volunteer or blood donor recruitment by the Red Cross.

Library staff reserve the right to determine into which priority area any given item falls.

Material which will *not* be posted includes (but is not limited to):

- Campaign posters encouraging the public to vote for a particular candidate.
- Church services and religious education events, such as Vacation Bible School.
- Announcements of events not open to the general public, such as membership meetings of groups such as the Elks.
- Advertisements of businesses, products, and personal services.
- Notices of job openings from organizations **other than** county or state governments.
- Posters or other material advocating one side of an issue.
- Notices from anonymous groups or individuals.

In making decisions about priorities:

- It is not the library's intent, nor is it possible, to post everything the library receives for its bulletin board. The bulletin board is one of many information sources the library provides.
 - The library collects and distributes Information on many other subjects, including day care centers, religious organizations, and political groups, through the online and print versions of the Directory of Community Services. Signs will be posted on branch bulletin boards directing customers to the Information Desk or the Directory of Community Services for such information.
- Branches will give priority to events or organizations based within Carroll County, and within the branch service area.
- Items in bulletin boards and handout sections will be regularly weeded for timeliness and condition.
 - Branches will determine how long items will remain posted based on branch space needs. They will place a posting date on all items to help guide weeding decisions.
- All material will be approved by the Branch Head or designated staff members and posted by library staff. All material must include the name, address, and telephone number of a contact person.
- Staff will encourage requestors to revise materials to meet the library's guidelines, or offer alternatives such as other public bulletin boards or inclusion in the Directory of Community Services.
 - The Directory is strengthened by the inclusion of information about local organizations of all types; this is an opportunity to make sure the library has collected accurate and timely data about a group even if we cannot post its information on our bulletin board.

Adopted by the Carroll County Public Library Board of Trustees
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