



Bulletin Board and Handout Policy

Purpose:

To set forth the terms and conditions under which the Pima County Public Library will use bulletin boards to educate and inform the public about the Library and its services and to promote other community services and activities.

Policy:

Pima County Public Library facilities may have bulletin boards and handout areas to provide information of local interest to library customers. The amount of space available will vary in each branch library. The Community Relations Manager, or the Librarian in charge of the library, will approve items for posting on any bulletin board or placement in the handout area. Priority will be given in the following order:

- 1) Notices that promote the activities and services of the Pima County Public Library and Pima County, including information on county-wide ballot issues;
- 2) Notices from public educational institutions and museums regarding cultural events; and,
- 3) If space is available, newspapers and publications of general community interest which contain no more than 50% advertising.

Partisan political materials are allowed during specific periods before elections, but cannot be posted when such posting would violate election laws.

Personal notices, including notices representing a single individual's view, legal notices, and notices of a commercial nature are, without exception, prohibited.

Anyone requesting system-wide distribution and posting must have approval from the Community Relations Manager. Approved items will be distributed and displayed as soon as possible based on available space and the priorities and restrictions outlined above. There is no guarantee that items approved for system-wide posting will be posted in all locations. All bulletin boards and handout areas are checked regularly to remove outdated materials. The Library reserves the right to remove any item at any time in order to make room for higher priority postings.