



NAVIGATING A SEA OF RESOURCES

Tompkins County Public Library Community Bulletin Board Policy

As a center of community information, the Tompkins County Public Library supports the free flow of information and exchange of ideas. Therefore, we provide a community bulletin board in the front lobby of the Library for individuals and groups in the community to announce events and services that are of general and current interest. Notices may not be mounted to walls, doors, windows, or other surfaces in the Library. If damage to surfaces does occur, the posting parties are responsible for the cost of repairs. Notices may be posted within limitations of space and according to the following guidelines. Posting of notices does not imply Library endorsement.

Notices not complying with this policy will be removed without prior notification.

1. Only one copy of a notice is permitted.
2. Maximum size is 11" x 17".
3. Materials must clearly show date of posting.
4. The maximum time for posting is 30 days. Notices of events will be removed after the event has taken place.
5. Timeliness of posting is the responsibility of the person or group submitting the information to be posted.
6. Notices must be placed so they do not obscure other notices and are within the edges of the bulletin board.
7. May not remove any postings other than your own.
8. No materials may be placed in areas designated for Library postings.
9. Notices advocating fraud or unlawful actions or notices the Library considers inappropriate are not permitted. The Library reserves the right to remove any material deemed unsuitable or inappropriate without prior notice.
10. The Library assumes no responsibility for the preservation or protection of materials posted or distributed. Push pins are available at the Welcome Desk. Please do not use staples or thumb tacks.

Maintenance of the bulletin board is the responsibility of the Office of Programming, Outreach and Graphic Design. Questions regarding this policy should be directed to Program and Outreach Coordinator at 272-4557 ext 248 or to the Graphic Designer at 272-4557, ext 230. For information concerning Table Exhibits, please refer to the Services section of the Library website and choose "Community Spaces & Borg Warner Community Room" for policies on use of Public Space at <http://www.tcpl.org/services/public-spaces-policies.php>.

Adopted September 27, 2011 by the Tompkins County Public Library Board of Trustees



NAVIGATING A SEA OF RESOURCES