“We allow information from non-profit organizations, or flyers with advertising for events of community interest (like plays, fundraising, free classes, missing animals, it depends a lot on what it is for).  We do not allow business postings.

Posts typically stay up indefinitely, until they either expire or we need the space for new posts.  We try to make sure everything gets at least 1 month of exposure before taking them down.

I personally monitor the boards.  We only have two of them, in our entrance lobby, as well as a rack of free magazines and other handouts that I keep an eye on (same rules as the boards).  I mostly watch for people putting up their own stuff; anything posted is supposed to be approved by me, and then I put it out.  It's pretty easy, because I only use one color of pin, and always use exactly two, so if I ever see a pin that is the wrong color, or a flyer with only one, I know to look closer.

Paid services and products are not allowed, nor are business cards for them.

When someone asks if they can post something, we tell them that it has to be approved by me, and that we do not allow businesses to advertise.  That has been enough to make it clear for everyone that I can recall asking.  It's fairly rare, now, for anyone to seek to post something that we don't allow.

If you have high turnover, I would simply suggest writing the date a flyer goes up on the back, or unobtrusively in a lower corner, so that when you need to take something down, you can know you're not removing something that was only up for a short time.”

“We only have a bulletin board for local businesses to post their information. Since I am on the board of our local Chamber of Commerce, I created the board to support local. Here are the answers to your other questions:

* What kind of material do you allow to be posted? Business cards, flyers that support local business. By local, I mean in our service area and maybe a bit outside our area if there is room.
* Do you allow local businesses or individuals to post? Just local businesses
* How long do you allow posts to stay up? Business cards can stay up indefinitely, unless we know that they are no longer in business. Event flyers stay up until after the event.
* Who monitors the community bulletin boards? Monitoring the board is assigned to a circulation clerk.
* How much maintaining does your board take? The staff member it is assigned to checks the board weekly.
* Do you allow individuals to post paid services or products, such as lawn care, babysitting, guitar lessons, kittens for sale, etc? Yes, that's what it is for.
* How do you communicate expectations about the bulletin board with your community/patrons? There is a sign above it that says Support Local Business. If other things get posted, we take them down.
* Do you feel that your bulletin board processes and rules are effective? Do patrons find them reasonable and easy to understand? Yes, we haven't had issues other than taking things down that are not allowed. If someone wants to post a flyer for an event that is not related to a business, we sometimes allow them to put flyers in our literature rack which is in a different area of the library, but it needs to be cleared with the person in charge of the rack or the director.
* Is there anything you would do differently? No, it's working well for us.”

“We have two community bulletin boards in our library. We ask that all fliers are turned into our admin to be approved for posting. We have this policy posted on both bulletin boards. We only allow non-profit postings.

For the most part, we display county health information, county water and road information, support group info, community theater fliers, gardening extension programs, invasive species info, etc.

POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS As part of its public service, the Baldwin Public Library (BPL) provides designated areas for displays and handouts. BPL retains priority rights to all display space for library purposes. Displays, handouts and announcements must be approved by the Library Director or appointed designee(s) before being posted. These items will be placed in the literature rack or on bulletin boards as determined by BPL staff. Priority consideration will be given to organizations based in BPL’s service district. All materials displayed or left at BPL are subject to the following conditions: • Any request for posting of literature must be delivered to BPL Administration and receive administrative approval before display. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group. The fact that an organization or person is permitted the use of a BPL display space does not in any way constitute an endorsement by BPL of their policies or beliefs. • The time, extent, content and manner of display will be limited to designated areas. • There will be full compliance with City of Birmingham Code, Article IV, Section 26-111 through 26-138. • Information about non-profit civic, educational, cultural, and community programs or events may be displayed. • Materials will be discarded or recycled after their use at BPL. Due to limited distribution and storage capacity, excess quantities will be discarded immediately. A 6 inch or shorter stack of materials is the maximum height of literature that will be accepted. • Prior posting of an item by an organization is not a guarantee for ongoing posting for similar or additional items. • Unapproved materials will be discarded at BPL’s discretion.”

* “what kind of material do you allow to be posted? – events mostly. We also have jobs bulletin board.
* Do you allow local businesses or individuals to post? – all of the above
* How long do you allow posts to stay up? – depends on what it is. We post two weeks prior to an event and then take it down.
* Who monitors the community bulletin boards? – circulation staff, who are situated right by the bulletin boards
* How much maintaining does your board take? – not much, maybe an hour a week.
* Do you allow individuals to post paid services or products, such as lawn care, babysitting, guitar lessons, kittens for sale, etc? yes – these go on our jobs bulletin board.
* How do you communicate expectations about the bulletin board with your community/patrons? – our policy
* Do you feel that your bulletin board processes and rules are effective? Do patrons find them reasonable and easy to understand? I believe so. We have not had any complaints. It does get really full in the height of summer activities – but for the most part it works.
* Is there anything you would do differently? – we have continually tweaked what we do and now it seems to work well. We have a Library only board, two community events board, and a jobs board. So we seem to have enough space.

It is the policy of the Petoskey District Library (PDL) to promote its collection and services, as well as support community events through displays of materials and postings throughout the Library. PDL uses standing announcement kiosks, display boards, and pamphlet racks for such promotion. Displays are intended to increase the use and awareness of the Library as a resource, promote Library activities and encourage browsing, discovery, and learning. Library and Friends of the Petoskey Public Library programs, events, and services take priority over all other items. Posting information is open to all groups, regardless of religious or social ideology. However, if space is limited, priority will be given to not-for-profit or civic groups located within the Library’s legal service area. The Library reserves the right to reschedule, move, or remove items to better fit their program needs. Broad oversight of all displays shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. Under the Director’s guidance, a staff of librarians with professional education and training develop displays in accordance with state law and the principles and best practices of librarianship. Definitions • Posting – 2-dimensional information that is tacked to a bulletin board or wall • Display – 3-dimensional information that is gathered together in one place, typically following a theme • Collaborating Partner – an organization that the Library works with in other means, either for programming or services. • Resident – a person who lives or pays taxes in the City of Petoskey, or one of the Townships of Bear Creek, Little Traverse, Resort, or Springvale. General Guidelines 1. Any material that includes profanity, harassment, discrimination, or the disrespect of any person, group of people or organization is strictly prohibited. 2. Businesses, organizations, or individuals providing a community event may post an informational flyer for up to two weeks prior to the event. 3. The Library provides a Jobs Board for employment opportunities in the area to be posted, as well as job requests and personal services. 4. The Library reserves the right to remove all postings in a timely manner. 5. No postings or displays of a partisan political nature are allowed in the Library. 6. The Library may draw upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits. These displays are typically themed around a community event, season, or national recognition. 7. The Library does not endorse any materials distributed or posted by other organizations or businesses. Please see the Solicitation and Petitioning Policy for further information. 8. Displays should contribute to a safe and welcoming environment in the Library and throughout the year, include a wide variety of topics, genres, formats, ideas, and 2 Display and Postings Policy & Guidelines Approved: April 28, 2022 Updated: January 25, 2024 expressions that take into consideration the multitude of interests of the Library’s diverse service population 9. Displays should NOT be designed for the primary purpose of generating controversy, give preference to or endorsement of a political candidate, point of view, topic or agenda or be commercialized to the point of having an underlying sales purpose other than for Library and Friends of the Petoskey Public Library purposes 10. Requests by non-Library organizations to display in the Library will be considered on a case-by-case basis. Considerations will be taken based on the following: • The organization requesting to display is a collaborating partner with the Library • The organization requesting to display is part of a local community event • The organization requesting to display provides at least 3 weeks’ notice • The organization requesting to display supports diversity and inclusion of all people • Whether the Library has sufficient space to host the display Specific Guidelines Library Materials Display Library book displays are planned, organized, and/or implemented by Library staff. Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources: • Availability of display space • Historical or educational significance • Connection to other community or national programs, exhibitions, or events • Relation to Library collections, resources, exhibits, and programs • Community needs and interest The Library will strive to include a wide spectrum of opinions and viewpoints in Library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Petoskey District Library of the content of the display or exhibit, or of the views expressed in materials on display. Face out books within the stacks are not considered an official themed display. They are randomly selected by the Library shelvers to help patrons find new material. Bulletin Boards The tackable surface is available for community information. Any person or organization wishing to display information must give the exact item to staff beforehand. Items will not be returned. The final approval or denial for the request rests with the Library director. Any item(s) posted without prior approval will be immediately removed and discarded. 3 Display and Postings Policy & Guidelines Approved: April 28, 2022 Updated: January 25, 2024 Date sensitive material will be posted no sooner than two weeks prior to the earliest date on the poster and removed on the last date applicable. Sensitive material that is not dated will be posted for no more than two weeks. Preferred poster size is 8 ½ x 14 inches or smaller and may not exceed 11 x 17 inches. Pamphlets The Petoskey District Library has limited space to provide groups an area to leave pamphlets and brochures. The Library reserves the right to decide appropriate placement for such pamphlets and brochures. Artists Display The Petoskey District Library may display art work and collections of local artists within the Library, at the discretion of the Library Director. The process for art displays will include: • Artist agrees to transport and insure display. • Artist may make art available for sale, but no prices may be posted on the art itself. A booklet or flyer may be made available with the display that includes pricing and contact information. Artist handles all monetary transactions. • Contact information should be available in the display. • Artist is welcome to host an exhibit reception during Library hours, at the artist’s expense. Library staff will include that information in press communications. • The Library assumes no responsibility for the preservation, protection, damage, or theft of items exhibited. All items placed in the Library are done at the owner’s risk. • The director or designee will review and schedule artists, as well as submit news releases. Artist will be asked to submit brief biographical information to include in the news release. • The Library shall have the final decision on the number, content, arrangement, and duration of the exhibit. All exhibitors are required to sign a form which releases the Library from any responsibility. • Displays sponsored by the Library or placed in conjunction with Library programming will be scheduled to best meet the needs of the Library, and regular scheduling will be waived. Request for Reconsideration Any resident of the Petoskey District Library service area who objects to the presence or absence of an item in, a topic of, or location of a display should discuss the reasons with a librarian for an explanation of the Library’s criteria for curating the display. If a resident’s concern remains unresolved, the cardholder may submit a Request for Reconsideration of Library Display to the Library Director. Process: If a similar concern was previously formally reviewed, the Library Director will share the previous decision with the patron. The patron may appeal the decision to the Library Board in writing. If a similar concern was previously formally reviewed by the Library Board, the matter shall not be reconsidered. 1. For any concern that has not been previously reviewed, the Library Director shall appoint an 4 Display and Postings Policy & Guidelines Approved: April 28, 2022 Updated: January 25, 2024 ad hoc staff committee of two librarians who are familiar with the age group, genre, and format of the display or items in question and who are not the original display curator. 2. The committee shall review the form and send a detailed recommendation to the Library Director as soon as practical but no more than 30 days after receipt of the form regarding the concern. 3. The Library Director and department heads shall review the committee’s recommendation to reach a decision about whether or not any modifications need to be made. 4. The Library Director shall send the decision in writing to the patron as soon as practical but no more than 60 days after the receipt of the form. a. A written appeal of the decision may be made by the patron to the Library Board within 30 days after receipt of the Library Director’s decision. The Library Board will review the documentation and render a decision as soon as practical but no more than 60 days after receipt of the appeal. 5. The patron will be informed of the Trustees’ decision regarding the appeal. The decision of the Library Board is final. 6. The Library Director will report the request and decision to the American Library Association’s Office for Intellectual Freedom. Request for Reconsideration of Library Display Must be a resident in the Petoskey District Library service area. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Library Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Theme of display in question: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Where was the display located? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What is the objection to the display? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ What would you like to see changed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”

“Community Bulletin Board

The Grosse Pointe Public Library receives many requests from clubs, school groups, cultural organizations, and other civic groups to post announcements, to display posters, or to distribute leaflets.

In general, the following criteria are utilized in determining the types of materials posted or placed in the library for distribution to the public:

1. Materials that pertain to the Grosse Pointe community, including the various schools, community education, clubs and organizations, and cultural affairs, receive top priority provided that they are open to everyone and are nonprofit in nature. The library will not assist in the promotion of events for which the intended purpose is profit or gain. The library does not assist any political party or political candidate in running for office but does cooperate with the League of Women Voters in providing up-to-date information to the Grosse Pointe citizenry.

2. Activities that have relevance to the continuing education or cultural enlightenment of the community from groups outside the community may be promoted through the distribution of pertinent literature. For example, information on museums, symphony orchestras, university continuing education courses for credit, and other related groups may be posted along with flyers for counter distribution.

3. The library reserves the right to restrict the quantity of material available for distribution, to determine the length of time a particular event may be posted, and to exercise judgment on the types of materials available for distribution to the public.

4. Library-related events receive priority over other events in posting on bulletin boards and counter distribution through flyers.

6. Materials that are to be distributed or posted in the Library should be given to the Coordinator of Circulation at the respective branch.”