MCPHERSON PUBLIC LIBRARY

Community Bulletin Board Policy

Approved by the Library Board in March 2024

The McPherson Public Library provides a bulletin board space for local non-profit events and activities. Programs and events publicized on the board should be compatible with the library's purpose of providing educational, cultural, recreational, and informational services to the community in which we serve.

All other bulletin boards and display spaces inside or outside the building are reserved for library use only.

The following regulations apply:

- Advertised events should occur within 30 days. Notices advertising dated activities will be removed as soon as the event ends. Notices about services or events with no end date will be displayed for a period not to exceed 30 days.
- Notices must include the name of the sponsoring organization and contact information for questions.
- If space becomes limited, preference will be given to notices of a timely nature and/or organizations or groups that have not recently displayed notices.
- Notices must be delivered to the Circulation Desk for approval by library staff. They will be dated and posted/compiled by a staff member, as space permits.
- Notices posted in violation of this policy will be removed and discarded.
- Notices advocating fraud or unlawful actions or notices the library staff consider to be inappropriate are not permitted.
- Only one notice per event will be displayed.
- Poorly constructed and/or hand-written notices will not be posted.
- The library assumes no responsibility for the preservation or protection of material posted or distributed. Posted notices become MPL property and will be disposed of after one month, or when the information is no longer current.
- The size limit for notices is 8 ½ x 11. Larger notices of community importance may be posted with the permission of the library's Director or Circulation Coordinator and as space permits.
- Brochures in the pamphlet racks may be discarded at the discretion of the library staff.

Posting of notices does not imply endorsement by the McPherson Public Library; nor will the library accept responsibility for the accuracy of the statements made in such materials.