

## **St. Clair County Library System Policy for the Display of Informational Bulletins, Brochures, and Posters**

The St. Clair County Library encourages the display of informational bulletins, brochures and posters by **non-profit or governmental organizations** regarding area educational, cultural and civic events of interest to the community. Each item must be approved and date stamped before posting. Library staff will be assigned to place and remove postings promptly.

### Guidelines

1. Items to be displayed should be of a reasonable size, preferably no larger than 12" x 18". Minimum size is 4" x 6" (note card size).
2. Handwritten or drawn posters or artwork must be neat and legible.
3. Literary, educational, non-profit or governmental organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. Activities with no specific date may be displayed for a reasonable length of time as determined by the library according to available space.
4. Informational, nonpolitical and nonpartisan political events will be publicized. No campaign or ballot-related literature may be posted.
5. Information regarding moneymaking events sponsored by any profit-making organization will not be displayed; these include but are not limited to: notices of merchandise for sale; rental announcements; and notices of sales or auctions and related events. This would not preclude dinners or similar events held for the benefit of non-profit organizations.
6. Only contests of a literary or educational nature may be displayed. Solicitations of any kind will not be displayed unless sponsored by an area library.
7. Announcements will be posted on designated bulletin boards by library staff. No taping, nailing or posting elsewhere on library walls, doors, or windows is permitted except as allowed by the library.
8. The posting of an announcement is not to be construed in any manner as an endorsement by the St. Clair County Library.

**Items will be discarded following the date of the publicized event.**

Library board approved: 11/17/15

Next review: (every 3 yrs) 11/27/18