

## **Posting and Handout Policy**

---

### **General Statement of Policy**

Many Libraries in the Northwest Regional Library System have community bulletin boards and/or space for handouts of public interest. These community posting areas are used to share information about local club and organizational meetings and events, and other information of interest to the general public.

### **Posting and Handout Guidelines**

Information requested for posting should be left at a public service desk and will be forwarded to the appropriate staff member for approval. Notices of items for sale, business cards, and political commentary are not accepted. All information must be approved by Library staff before posting.

Library staff reserves the right to refuse to post material or remove posted material that is outdated, commercial in nature, or when sufficient space is not available.

Adopted August 19, 2014; reaffirmed August 20, 2019