



WESTFIELD WASHINGTON PUBLIC LIBRARY BULLETIN BOARD AND HANDOUT RACKS POLICY

GENERAL STATEMENT

The Westfield Washington Public Library welcomes the use of its bulletin boards and handout racks by responsible organizations and groups engaged in educational, cultural, intellectual, civic and charitable activities.

WHO MAY USE THE BULLETIN BOARDS AND HANDOUT RACKS

The bulletin boards and handout racks are available for use by civic, community cultural, educational, political, or religious organizations for non-commercial and non-profit purposes. The space will be available to groups in the community regardless of the beliefs and affiliations of their individual members.

Display of items on the bulletin boards and in the handout racks does not constitute library endorsement of the viewpoints expressed in the items.

The bulletin boards and handout racks are not available for personal or family use, or for purely social use.

Items shall not contain language that may be deemed insulting, offensive, foul or abusive. In addition, graphics containing sexual references are strictly forbidden.

Items may be refused based on: size, available space, and anticipated demand.

The Children's Department shall maintain lists of babysitters, day-care providers, tutors, and other personal services that are fee-based but considered relevant to library activities. Posting of names on this list shall not, however, be considered an endorsement by the library.

FEES AND CHARGES

There is no fee or charge for the display of items on the bulletin boards or in the handout racks.

USE OF THE BULLETIN BOARDS AND HANDOUT RACKS

The bulletin boards and handout racks may be used to display items of educational, cultural, intellectual or charitable interest to the community. All items placed on the bulletin boards or in the handout racks, must be approved, before display, by a designated library representative. Items not so approved will be removed from the bulletin boards and handout racks and disposed of as deemed appropriate by the library. Items advertising a one time only sale will be displayed. Due to limited space, all qualified items might not be displayed. If any items cannot be displayed because of

space, the items received first will be displayed. However, items directly concerned with the library will always be displayed. No items will be excluded due to viewpoint.

Items will be removed from the bulletin boards and handout racks by a library representative as outlined below:

Items that become dated will be removed from the bulletin boards and handout racks and will be disposed of as deemed appropriate. For example, posters announcing meetings will be removed after the meeting, and pamphlets announcing the availability of information will be removed after the time period of availability is over. Other items will be removed after two months, unless there is space available and the item is considered to be of general interest. Items directly concerned with the library will be displayed as long as appropriate.

Due to space limitations, no regularly published materials, such as newsletters or reports, will be distributed from the library, except publications originated by the library or the Friends of the Westfield Library.

SECURITY

The library does not assume any responsibility or liability for items submitted for display on the bulletin boards or in the handout racks.

DAMAGES

The organization/individual assumes responsibility for any damage incurred.