

## DISPLAYS AND PUBLIC NOTICES POLICY

### **PURPOSE:**

Albany Public Library maintains community information space such as bulletin boards for use by non-profit community groups, associations, and agencies when such space is not being used for library sponsored announcements. Authorization to post community information does not constitute an endorsement by the library of a group or organization's positions or beliefs.

### **POLICY:**

The Library adheres to the following policies in regards to the posting of community information.

- Library related items, including Library Friends and Foundation information, will receive first priority for display. Other items will be displayed on a first-come, first served basis and depending on space availability.
- The Library cannot guarantee that all items received will be posted.
- All items must be approved for posting by a designated library staff member.
- Items can be given to a staff member in person or mailed to the library. Library will not print out materials sent electronically.
- Items will be posted for at most one month.
- The Library is not responsible for returning expired or unused items. All items will be recycled at the end of their use.
- Priority will be given to local, non-profit organizations as well as those events that are one-time rather than ongoing.
- Items that will not be posted are items that include:
  - Obscene comments or hate speech, or images of same
  - Personal attacks, harassment, or threatening language
  - Potentially libelous statements
  - Any illegal activity

### **RESPONSIBILITY:**

It is the responsibility of the designated Library staff member at each location for the posting of community information.

### **PROCEDURE:**

As stated above

### **APPROVED/REVIEWED:**

Adopted: October 14, 2014

Amended: May 2016

Amended: April 2018