

# LVDL POLICY MANUAL

## Section II: Service Policies

**TITLE: Bulletin Board Policy**

**DATE ADOPTED: January 14, 1991**

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The primary purpose of posting notices on the bulletin board is to further the programs and services of the Lake Villa District Library. Library and/or library-sponsored information has priority over all other requests for display space. After the posting of library-related items, the library will consider displaying materials of educational, recreational, cultural, or literary interest that are related to the mission and purpose of the Lake Villa District Library. The third priority will be posters announcing bazaars or fundraisers, and these will be on a first-come, first-served basis, to be taken down at the library's discretion.

A. Process

1. Materials must be presented to the librarian for approval and posting. All Items for display or distribution are subject to the availability of space, and will be taken down at the library's discretion. The library will dispose of all signs, posters, and other publicity items when they are removed.
2. The use of library exhibit space by any individual or group does not denote sponsorship of that individual or group by the Lake Villa District Library or its Board of Trustees.

B. Restrictions

1. No announcement of a strictly personal nature may be posted, such as garage sales, rooms for rent or want ads.
2. Any items which promote or advocate an organized religious doctrine, cause, or political organization shall not be permitted for display or distribution. However, posters announcing bazaars or programs sponsored by any local educational, religious, or fraternal organization may be displayed.