



**Hamilton North Public Library
Bulletin Board and Handout Rack Policy**

General Statement

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

Use of the Library 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 use.

Items may be refused based on size, available space and anticipated demand. Due to limited space some qualified items may not be displayed. Items concerned with the library and its programs will receive priority.

Fees and Charges

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

Procedure for Placing Items on a Library Bulletin Board or in a Library Handout Rack

The Library Director or a designated representative must approve all items prior to their display. Unapproved items will be removed and disposed of.

Removal of Items from the Library Bulletin Boards and Handout Racks

Items advertising a program or event will be removed and disposed of, by library staff, after the date of the program or event. Other items will be removed and disposed of, by library staff, after two months unless there is space available and the item is considered to be of continuing interest. Items directly concerned with the library will be displayed as long as appropriate.

Security/Damages

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

Adopted 8/11/03