

Ossining Public Library Bulletin Board Policy

The Ossining Public Library maintains a bulletin board for the posting of notices of educational, cultural, intellectual, charitable, or civic events taking place in our community. The Library does not advocate or endorse the content or viewpoints of these events. The following rules will also apply to the use of the bulletin board:

- Announcements for events sponsored by not-for-profit organizations in neighboring communities, which meet the criteria listed above, may be posted if space permits.
- Notices must be dropped off at the Reference Desk.
- No organization or individual shall be permitted to display or exhibit any materials which advocate the election or defeat of a candidate for public office.
- Advertisements and commercial announcements are prohibited.
- Individuals or groups may not post notices more frequently than once monthly.
- Notices must be legibly printed and should not exceed 8½" x 11" (inches). Petitions must be designed for bulletin board use – they are not allowed anywhere else in the building.
- The staff will date all notices, and will display them for no longer than one month. All material will be discarded upon removal, unless prior arrangements have been made.
- The Library assumes no responsibility for the preservation or protection of any item displayed or exhibited. All items placed in the Library are done so at the owner's risk.

LITERATURE RACK

The Library maintains a literature rack for the display of brochures and similar material intended for public distribution. The staff shall be guided by the above policy when accepting material for the literature rack.

Adopted: February 1, 1994

Amended: March 6, 2000 and September 20, 2010