

## **BULLETIN BOARDS POLICY**

The purpose of the public bulletin boards is to promote cultural, educational, charitable, and community events, programs, and services.

### **Content**

- Preference is given to notices for events in Galesburg and Knox County or services benefitting residents of Galesburg and Knox County.
- Advertisements to sell personal or commercial items or services or for personal commercial solicitation or recruitment are not permitted.
- Fundraising promotions will be considered as space allows with preference given to fundraisers hosted by Galesburg area non-profit organizations.
- Material that advocates for the election or defeat of a ballot issue, a referendum, or a candidate for public office shall not be displayed.
- Content on all notices should be appropriate for viewing by children, teens, and adults.

### **Posting Procedure**

- Items are posted at the discretion of the director and the circulation supervisor.
- Postings are added to the bulletin board as space permits and will be processed on a first come, first served basis.
- Items will be posted by library staff only. Persons wishing to post an item must bring it to the Check-Out Desk for approval.
- Posted items will be given an expiration date and removed by the circulation staff when they are expired or are no longer relevant, or when room needs to be created for new materials.
- Items posted without approval will be removed and discarded.

Board of Trustees  
Galesburg Public Library  
Adopted: March 8, 2002  
Revised November 2, 2023