

**Aram Public Library Policy 8.1
Public Posting Policy**

Adopted February 3, 2011

The Aram Public Library provides space for the display and distribution of materials about community activities and events, as well as public service notices. This policy establishes guidelines for use of the Library's community bulletin boards and literature rack.

The community bulletin boards may be used for posting the following types of information:

- Materials from the Aram Public Library, the Friends of the Library, and the City of Delavan.
- Information from any federal, state, or local government agency pertaining to services provided by the government to citizens.
- Information on educational, social, civic, charitable, cultural, or recreational activities sponsored by non-profit organizations.
- Materials announcing community services and volunteer opportunities.

The literature rack and shelving in the Library lobby may be used to display brochures, flyers and other materials of general educational or cultural interest to the community.

Items that do not meet the above criteria, such as commercial, personal, profit-making, or political notices or petitions, will not be posted.

Posting/Display Guidelines:

- All materials for posting or distribution must be submitted to Library staff for approval.
- Posters will be no larger than 11" x 17."
- One copy of each announcement will be posted.
- Posters and announcements left at the Library cannot be returned.
- Materials may be left on the bulletin board until the event has been completed or for no longer than one month, whichever comes first.
- Priority will be given to Aram Public Library, City of Delavan, and Delavan-Darien School District materials.

No public postings will be taped or otherwise fastened to library walls.

Display of materials does not imply Library endorsement or consent, nor will the Library accept responsibility for the accuracy of statements made in such materials.

Adopted February 3, 2011