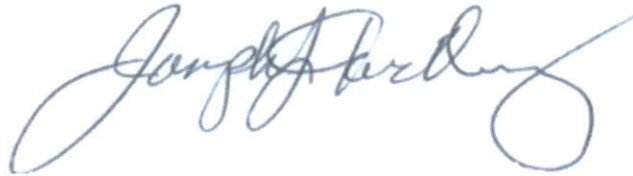


**Kent County Public Library  
Bulletin and Literature Rack Policy**

**Policy:** Kent County Public Library provides Community Bulletin Board and Literature Rack spaces as a community service so that non-profits, community service organizations, and government agencies can provide patrons with timely information about local cultural, educational, civic, and charitable activities and services.

Approval to post or display materials does not indicate KCPL's endorsement of the ideas, issues, events, or organizations promoted by the materials. KCPL reserves the right to refuse or remove materials that do not comply with this policy and these procedures or are otherwise judged to be unsuitable for public display.

**Date:** April 30, 2018



**Signature:**

**Definitions:** "Community Bulletin Board" – Designated space at the Chestertown and North County locations where materials announcing upcoming meetings and events that are open to the public and of general community interest may be posted.

"Literature Racks" – Designated space at each KCPL branch where multiple copies of brochures and rack cards promoting local resources of general educational or cultural interest to the community may be displayed.

"Materials" – Posters, fliers, announcements, brochures, rack cards, and other informational handouts.

**Procedures:** All materials must be reviewed by a designated library staff member. Items for the Community Bulletin Board will be stamped with the date received before they are posted. Materials posted without approval will be removed.

KCPL welcomes materials with information about:

- Government agencies.
- Local non-profit organizations.
- Events sponsored by non-profit organizations that are open to the public.
- Events held to benefit non-profits or charities.
- Local educational or cultural events.



KCPL does not post materials that are:

- Commercial advertisements for items or services for sale by a business or individual.
- Partisan political materials. (e.g. a poster announcing an informational meeting held by a candidate or elected official and open to all is acceptable. A poster encouraging votes for a particular candidate or announcing a political fundraising event is not.)
- Religious materials that are designed solely to proselytize or promote religious worship services.
- Lost and Found notices

All materials must clearly identify the sponsoring organization and must include contact information.

Posters larger than 8.5x11 inches are discouraged. Larger items may not exceed 11x17 inches and will be posted only if space allows.

Priority on the Community Bulletin Board is given to materials promoting specific upcoming events. Events should occur within 30 days of when materials are submitted to KCPL. These materials will be removed as soon as the event occurs. If space permits, information about ongoing services and recurring events may be posted, but will be removed after three weeks.

KCPL reserves the right to remove materials in order to keep information current, make space for other materials, and ensure compliance with the Bulletin Board and Literature Rack Policy.

