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## Community Bulletin Board Guidelines

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### PURPOSE

To be a trusted space for Lawrence Public Library visitors to browse job opportunities, free and for-profit services, and find local information about things to do in our community. This space is intended to promote events, services, and community information that has about a 1-2 month shelf life. If your service has no expiration date, it will be removed after 10 days so everyone gets a chance to use the board.

### GOALS

- To keep the board organized for ease of browsability
- To maintain the board to ensure that posts are current and date-stamped
- To revisit and assess the guidelines on an annual basis to ensure the board is meeting its intended purpose

### SUBMISSION PROCESS

- Bring your submissions to the Welcome Desk in the library's main lobby
- We will review and post if your content meets our guidelines

### NUTS & BOLTS

- A typical post cycle lasts 30 days (or until the event expires) beginning from when it gets its date stamp
- It can take between 1-3 days after submission to get your post into the cycle
- Limit 1 post per organization/service/individual per cycle
- Eternal posts (ex: yoga classes with no expiration date) will be removed after 10 days so everyone gets a chance to use the board; resubmission is ok. This space simply can't sustain content that never expires.
- Posts without a date stamp will be removed
- Posts that violate the guidelines will be pulled from submission without notification
- Q+A: Heather Kearns, LPL Marketing Coordinator / [hkearns@lplks.org](mailto:hkearns@lplks.org)

YES

- **Broad Range**

*Outside of Douglas County, KS*

- **Employment Opportunities**

*Limited to what would be an approximate 90-min commute from Lawrence:*

- Douglas County
- KCMO
- Shawnee County
- Johnson County
- Jefferson County
- Leavenworth County
- Wyandotte County
- Miami County
- Franklin County
- Osage County

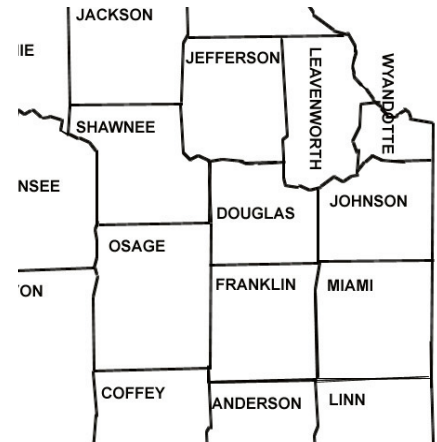
- **Regional magazines** with a large (or marginalized population) Lawrence audience and/or featured events in Lawrence (University of Kansas, Lied Center, Liberty Hall, etc.)

- [The Pitch](#)  
Kansas City's source for progressive, independent, street-level coverage of news, arts, music, and culture.
- [Camp](#)  
Kansas City's voice for LGBT and allied communities. The monthly magazine brings you news, editorials, letters, and community resources.
- [Ink](#)  
Has the reputation of providing information for young professionals in Kansas City and Lawrence.

- **Only Douglas County, KS**

- **Services (offered and/or looking for)**

*Free or paid help or work; defined as the action of helping or doing work for someone and/or a system supplying a public need such as transport,*



*communications, or utilities*

- **Events**  
*Free or ticketed*
  
- **Volunteer opportunities**

**NO**

- **Out of range**
- **Falls outside of a service**  
*Defined above*
- **Depictions of violence and/or strong sexual content**  
*In both image or text*
- **Hate speech**  
*Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.*
- **Proselytizing**  
*The action of attempting to convert someone from one religion, belief, or opinion to another*
- **Soapboxing**  
*Using the board for flamboyant, impromptu, or unofficial public speaking*
- **Illegal activities**
- **Missing humans**
- **Missing pets**
- **Business cards**