



## **Community Bulletin Board Policy**

*Presented to the Board of Trustees: 1/15/2024, 11/25/2024. Proposed review date: 11/2027.*

### **Introduction**

In its goal to help meet the informational needs of the Lawrence, Kansas community, Lawrence Public Library (“the Library”) provides public bulletin board space for the exchange of information particular to Douglas County, Kansas as a service for the public. Posting of notices does not indicate the Library’s endorsement of the ideas, issues, or events promoted by those notices, nor will the Library accept responsibility for the accuracy of the statements made in such materials. The Library reserves the right to remove posts that are in violation of this policy; concerns regarding the submission process or bulletin board content should be directed to the Library Marketing & Communications Coordinator or the Executive Director.

### **Acceptable Materials**

The Library supports the posting or passive distribution of materials produced by organizations that support civic engagement, cultural enrichment, nonprofit services and resources, intellectual or interpersonal development, and employment and volunteer opportunities. Materials submitted for posting should be no larger than 11”x17”; smaller posters and flyers are accepted and encouraged. All submissions must include the name of and contact information for the sponsoring agency and/or its authorized representative.

### **Service Area**

To ensure content is relevant and tailored to foster community connection and engagement for the Library’s service area, materials are limited to information particular to Lawrence, Kansas, and its surrounding Douglas County region.

### **Unacceptable Materials**

- Out-of-service area
- Missing persons or pets
- Endorsing or opposing the election of any candidate for public office
- Endorsing or opposing the adoption of federal, state, or local legislation

- Advocating fraud and unlawful actions
- Obscene content
- Threatening or harassing language, personal attacks, or messaging that targets or disparages any ethnic, racial, age, gender, religion, sexual orientation, or disability status

### **Appeal Process**

Patrons may appeal and challenge the decline or removal of their content by contacting the Library Executive Director and/or Deputy Director.