

Community Bulletin Board Guidelines



Imagine more.
lplks.org

Purpose

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 the Douglas County, Kansas region. 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 supports the posting or passive distribution of materials produced by organizations that support civic engagement, cultural enrichment, intellectual or interpersonal development, or employment and volunteer opportunities.

Post Requirements

- All notices posted on the Library's bulletin board must contain the name and contact information of the sponsoring agency and/or its authorized representative
- Materials accepted for posting should be no larger than 11x17"; smaller posters and flyers are accepted and encouraged

Submission Process

- All bulletin board materials must be submitted to the Library's Accounts Desk for review and date-stamped by a designated library staff member
- One copy of each announcement will be posted; small handbills intended to be taken by visitors will be placed in proximity to the bulletin board if space is available
- Notices posted or left on surfaces without authorization will be removed and recycled
- The Library reserves the right to remove things to make the space usable
- Flyers, posters, and announcements left at the Library become the property of the Library and cannot be returned

Post Life Cycle

- Posts run for one month
- Event notices will be removed after the event has taken place
- Postings without a specific date will be displayed for one month and then removed; removed items are recycled

Details

- Please see below

YES / ACCEPT	NO / DECLINE
<p>In Lawrence / Douglas County</p> <ul style="list-style-type: none"> • Employment Opportunities • Volunteer Opportunities • Events <i>Free or ticketed</i> • Services <i>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</i> <p>Outside Douglas County</p> <ul style="list-style-type: none"> • Employment opportunities, book fairs, book festivals, and author talks in NE Kansas <i>Limited to what would be an approximate 90-min commute from Lawrence to the following cities and counties: Franklin, Jefferson, Johnson, Leavenworth, Miami, Osage, Shawnee, Wyandotte, and Jackson (Kansas City, MO).</i> • Approved regional magazines <i>The following serve a large Lawrence audience or marginalized population and/or feature events in Lawrence (University of Kansas, Lied Center, Liberty Hall, etc.) Check with Marketing if you think something should be added to this list:</i> <p><u>The Pitch</u> <i>Kansas City's source for progressive, independent, street-level coverage of news, arts, music, & culture.</i></p> <p><u>Camp</u> <i>Kansas City's voice for LGBTQIA+ and allied communities. The monthly magazine brings you news, editorials, letters, and community resources.</i></p> <p><u>Ink</u> <i>Has the reputation of providing information for young professionals in Kansas City and Lawrence.</i></p>	<p>Out of range <i>See column 1</i></p> <p>Not an event, service, job, or volunteer opening</p> <p>Endorsing or opposing:</p> <ul style="list-style-type: none"> • the election of any candidate for public office • the adoption of federal, state or local legislation <p>Advocating fraud and unlawful actions</p> <p>Obscene content</p> <p>Threatening or harassing language</p> <p>Personal attacks</p> <p>Messaging that targets or disparages any ethnic, racial, age, gender, religion, sexual orientation, or disability status</p>