

Monterey Park Bruggemeyer Library Policy

Policy Number: 96-02

Issue Date: May 9, 1996

Revised Date: 6/17/03; 9/19/06

Subject:

Library Board of Trustees' Approval

Community Bulletin Boards



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Purpose:

The Library Board of Trustees' Community Bulletin Boards Policy is to provide fair and equitable access for all to display notices in the limited space available.

Provisions:

The Monterey Park Bruggemeyer Library provides materials and facilities for cultural enrichment, education, information and research, and recreation. Library staff gathers information and materials on a variety of topics including information on forthcoming meetings and events.

When space permits and where appropriate to the general function of the library, notices and announcements of groups and organizations will be posted subject to the following rules.

1. All items must be approved in advance by Reference Desk staff, who will see that those items approved are posted on the Community Bulletin Board.
2. Items can be posted for nonprofit, educational or governmental organizations or for free events.
3. Space is limited. Preference is given to Monterey Park City and nonprofit organizations in or serving Monterey Park.
4. Notices will be posted for no more than three weeks prior to the date of the event listed. Activities having no specific date may be displayed for a reasonable length of time as determined by the library according to available space.
5. Handwritten or drawn posters or art work must meet acceptable standards as determined by the library - i.e. correct spelling, neatness, etc.
6. The library accepts no responsibility for these materials and in no way endorses any belief nor viewpoint of any topic which may be the subject of a notice.

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7. The privilege of use may be revoked at any time by the City Librarian or the Library Board of Trustees.
8. If the Reference Desk staff does not approve a request, the applicant may appeal to the City Librarian
9. The Library Board of Trustees is the final authority for the implementation of the provisions of this policy and the related administrative procedures. Any requests for exceptions or waivers to these policies and procedures must be written and submitted at least one month in advance to the Library Board of Trustees for its consideration at its regular meeting.

PROCEDURES:

Library staff will date and initial each item posted in the lower right corner. If someone finds an item on the bulletin boards which is not initialed, he or she needs to give it to the staff at the Reference Desk. The library will not return nor be responsible for any item posted.