

Policy
Bernardsville Public Library
Bulletin Board and Literature Table Policy
Approved January 17, 2006

Literature tables, displays and bulletin boards at Bernardsville Public Library are made available to organizations engaged in educational, cultural, informational, intellectual, governmental/civic, or charitable activities.

Library-sponsored literature shall have priority at all times. Any remaining space will be made available on an equitable basis. Space will be provided on a first come, first served basis or based on event date.

All literature must be approved and displayed by library staff. Staff will discard items not approved for placement, and excess copies of any items received. Materials left for posting or distribution without authorization from the library will be discarded. Materials from unidentified groups will be discarded. The library assumes no responsibility for the preservation or protection of materials posted or distributed.

In general, no items devoted to the sale, advertising, solicitation or promotion of commercial products or services for a for-profit making business will be accepted.

Materials that support or oppose any current or pending ballot measure or political candidate may not be posted or left in material distribution areas. The library is not intended to be a forum for the support or opposition of political candidates or ballot measures. Asking library visitors to sign a petition or letter is not permitted.

Items that do not advertise a specific date or event will be removed when space for other announcements runs out.

To ensure equitable access to limited display space, the Executive Director or designee may establish criteria regarding posting and distribution of material, including:

- Maximum size of material to be posted.
- Maximum length of time materials may remain posted.
- Maximum amount of time before or after an event a posting may occur.
- Frequency with which material may be posted or displayed by the same organization.
- Consistent methods for allocating space should the amount of material exceed the space available for posting.

Permission to post the information does not imply endorsement by the library staff or the Trustees of the viewpoints presented.