



# Upper Dublin Public Library Lobby Bulletin Board Policy

The mission of the Upper Dublin Public Library is to satisfy the informational, intellectual and cultural needs of all Township residents by providing materials, programs and services that enrich people's lives. Towards that goal, the Library maintains a Lobby Bulletin Board on which may be posted information of common interest to all Township residents. The Library Lobby Bulletin Board and adjacent flyer/brochure display rack are maintained by the Library to display non-commercial information that the Library staff determines to be of common interest to residents. The Library staff will only consider posting or display information related to nonprofit and/or public service organizations, accredited educational institutions, Upper Dublin Township departments, the Upper Dublin School District, and the Friends of the Upper Dublin Public Library. The presence of a poster, brochure, flyer, or any other notice in the library does not necessarily indicate that the Library either advocates or endorses the viewpoints expressed.

**The Library will receive requests for postings submitted at the library front desk.** Materials will be reviewed in a timely manner by designated staff to determine compliance with this policy and other Library policies. If necessary, the Library director will make a final determination of compliance. Library staff will post approved materials on the bulletin board or display rack, and will remove any materials that have not been approved. At times, lack of space will limit the ability to display an approved flyer/brochure. Designated staff will remove materials as they become outdated or if they have been posted for an excessive amount of time. The Library cannot be responsible for the return of any posted materials.

## COMMUNITY SECTION:

The community section of the bulletin board is reserved for information related to nonprofit organizations or accredited educational institutions which the Library staff determines to be of interest to the general public and which provides information for civic, educational, or cultural purposes. Examples of the types of materials that may be considered for posting include: Library and government materials, notices of cultural events, and cultural, educational, and recreational activities supported by nonprofit organizations or accredited educational institutions and that are open to and accessible by all members of the local community. Materials related to campaigns for public office will not be posted. Job advertisements will not be posted. Notices of church activities, such as public lectures, concerts, and bazaars will be considered, but literature about specific religions, religious observances, or flyers/brochures that seek membership will not be posted.

## TOWNSHIP SECTION:

The Township section of the bulletin board is reserved for information from Upper Dublin Township departments and the Upper Dublin School District that is of interest to the general public, including programs, performances, camps, and awards ceremonies open to the public. Announcements of vital,

timely importance to the community may also be posted. Township job advertisements will be considered if space permits.

**FRIENDS OF THE UPPER DUBLIN PUBLIC LIBRARY SECTION:**

The Friends of Upper Dublin Public Library helps to support the Library and its mission with its ongoing book sale and other fundraising efforts. This section is designated for information about membership, board meetings, and any Friends-sponsored special events.

Adopted by the Upper Dublin Public Library Board of Directors 9/19/2007, rev. 1/21/2009,  
rev. 7/21/2010