

**Alamance County Public Libraries
Bulletin Board & Lobby Area Policy**

Please see library staff to post any notice on the bulletin board or place any materials for free distribution in the lobby area.

The library is under no obligation to provide or police the notices and materials in the lobby areas.

The library and its staff do not necessarily endorse the viewpoints of organizations permitted to post notices and distribute materials in the libraries' lobby areas. Notices and other materials will be displayed on an equitable basis regardless of viewpoint subject to the following rules and restrictions.

Priority is given to notices and materials of government, nonprofit and charitable organizations. Commercial notices and advertisements from individuals and businesses will be accepted on a space-available basis. Commercial notices are subject to removal in the event space becomes needed for non-commercial notices.

Bulletin Boards

The purpose of the public bulletin board is to provide information to library users about events or services of a cultural, educational or civic nature.

Notices must include date submitted and contain the name and the contact information for sponsoring agency in the text of the announcement. Undated notices will be removed at staff discretion.

Display items must be of reasonable size in relation to the available space. Multiple notices for the same event will not be posted.

DO NOT remove, reposition or cover existing announcements. Notices will be removed once the event has occurred and cannot be posted for more than 4 weeks in advance of the event. The library staff is not responsible for the return of notices after posting.

Lobby Area

At some library locations, brochure holders are available in the lobby area on a first-come, first-served basis. The purpose of these brochure holders is to provide a distribution point for brochures, flyers and other materials to library users about events or services of a cultural, educational or civic nature.

Some library locations have space in the lobby area for placement of distribution racks for brochures and other materials. Racks must be of an appropriate size for the space available, and maintenance of the racks is the responsibility of the owner of the rack.

Materials must include the date published and the name and contact information of the agency or organization responsible for placing the materials in the library lobby. Organizations should not place their materials in multiple brochure holders or racks.

DO NOT remove, reposition or cover existing materials. Updating of expired materials in the lobby area racks and brochure holders is the responsibility of the owning organization. Library staff is not responsible for the return of expired materials.