Calcasieu Parish Public Library
Community Information Area - Bulletin Board Policy

As part of the Calcasieu Parish Public Library's mission to enrich lives and create connections in our community, the library welcomes community information and resources from cultural, educational, and not-for-profit groups that will benefit and inform our patrons. Library branches will maintain a Community Information Area/Bulletin Board on which may be posted at the discretion and approval of library staff. Materials will be accepted on a first come, first served, space available basis.

Policy and Procedure:

- Use of space for library purposes takes precedence over other displays.
- All postings must be approved by the Branch Manager or his/her designee.
- Notices must be of community interest. For example, local groups such as: not-for-profit organizations; library support groups; tax-supported, educational, cultural, or other charitable groups; or Library partners. Out of Parish or out of community posts are subject to the discretion of the Branch Manager or staff.
- All notices must contain the name, address, and contact information of the organization.
- The library will not post political, religious, or other endorsements.
- Notices about church not-for-profit activities, such as public lectures, concerts, etc. will be considered, but literature about specific religions, religious observances, or flyers/brochures will not be posted.
- The Library assumes no responsibility for the loss of or damage to displayed materials.
- The library reserves the right to limit the size, number of items, the schedule of any display, and the frequency with which the organization may have a display.
- Job advertisements will not be posted.
- Notices posted without authorization will be removed and discarded.
- Materials will be reviewed on a regular basis by designated staff to determine compliance with this policy.
- Except for official notices issued by the Library, the posting of a notice on a community bulletin board does not imply sponsorship or endorsement by the Calcasieu Parish Public Library.