

**COMMUNITY BULLETIN BOARD AND DISTRIBUTION OF FREE INFORMATION**

The Warrenville Public Library District welcomes local community groups or organizations to submit materials for display. Library sponsored use of display areas has priority over all other uses.

Posting guidelines:

- Materials submitted for display must be from local government entities or not-for-profit educational, cultural, intellectual or charitable organizations.
- The following are examples of items that will not be displayed:
  - Personal advertisements or notices (ex. lost pet, tutoring service);
  - Items that are primarily devoted to the sale, advertising, solicitation or promotion of commercial products and services;
  - Notices advocating a vote for or against any candidate or proposition.
- All items must be reviewed and posted by the Library Director or the Director's designee. Notices posted or left on tables without authorization will be removed and recycled.
- Due to limited display space the Library reserves the right to restrict the size, number, duration and location of display materials. Some approved items may not be posted due to space limitations. Priority in postings will be given to announcements by local and neighboring organizations.
- The Library does not assume responsibility for materials damaged or stolen. Materials submitted for posting will not be returned nor will the organization be notified if the item will not be posted.
- Materials must be visually appealing and clearly written.
- Hard copies are preferred over electronically submitted documents.
- Posting of materials does not imply Library endorsement or consent. The Library is not responsible for the accuracy of statements made in the materials posted.

Policy Revision Log  
Adopted June 20, 2018