

## **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.