

## Bulletin Boards and Handouts Policy

### Bulletin Board Policy:

- The public bulletin board on the **Franklin St. Main Floor Foyer** shall be used to announce Library specific programming and notices. A separate board is available for free community services and handouts.
- One public bulletin board on the **Franklin St. Ground Floor Hallway** shall be used to announce upcoming free events in Greene County and surrounding areas of interest to children and their caregivers.
- One public bulletin board on the **Franklin St. Ground Floor Hallway** shall be used to announce job openings and job training opportunities within Greene County.
- One public bulletin board on the **Franklin St. Ground Floor Hallway** shall be used to announce Library specific programming and notices.
- The public bulletin board(s) in the **Palenville Branch Library** shall be used to announce upcoming free events and community services in Greene County and surrounding areas.
- Announcements must be dated, and events must be scheduled within 90 days of posting.
- New postings should not be placed over existing postings.
- Items larger than 8½ x 11 inches may be removed first when the board is crowded.
- All other notices for services, items for sale, descriptions of businesses, etc., will be removed.

### Handouts

Flyers, giveaways, free papers, etc., may be placed on tables once approved by the Library Director or the Library Branch Manager. The Library Director and Branch Manager are responsible for establishing reasonable rules concerning the area available for such material, the number that may be left, the length of time they may be displayed, the size of items allowed, arrangement, etc. The library cannot and does not monitor, approve, inspect, or endorse the content of items left.

**Resolution: Adopted on May 18, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library.**