

## Hamburg Public Library Lake Shore Branch Library

### BULLETIN BOARD RULES OF USE

1. The Library bulletin board is to be used for the posting of notices of:
  - a. Library business or activities, and
  - b. Public service items of educational or cultural interest to the community.
2. Members of the public are not permitted to post notices. Only authorized Library personnel may post notices on the bulletin board.

**Notices posted without authorization will be removed.**

3. The bulletin board is not to be used for advertising or for commercial notices.
4. All notices intended for posting on the Library bulletin board must contain the following:
  - a. Name of sponsoring agency, and
  - b. Address and telephone number of sponsoring agency or authorized representative.
5. Size (physical dimensions) can be restricted if deemed necessary to maximize available space.
6. Notices may be removed after two (2) weeks when they are no longer timely or when space is required for items that are more current.
7. The Library does not advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for posting.

Failure to comply with these rules may result in denial of future posting privileges.

This policy is determined by the Hamburg Public Library Board of Trustees and is subject to periodic review and/or revision at the discretion of the Board. Appeals may be submitted to the Board in writing.