



Bulletin Board & Print Material Distribution Policy

This policy is for application to those Buffalo & Erie County Public Library locations within the City of Buffalo (the Central Library and Buffalo branches).

Buffalo & Erie County Public Library (the Library) recognizes its role as a source of sharing community information. It is the policy of the Library:

- That bulletin boards within Library locations are available for the posting of notices related to Library business; Library-sponsored or -partnered activities; other community activities; and items of educational, cultural, or civic interest to the Erie County community; and
- To accept print materials related to community activities or of educational, cultural, or civic interest to the Erie County community for distribution through the Library.

Posting/distribution of notices does not indicate Library endorsement of the ideas, issues, or events promoted by those notices.

1. Library bulletin boards are intended for items such as announcements of educational, social, cultural, community, neighborhood, or entertainment activities; flyers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to the public; etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups. Bulletin boards are not intended to be used to promote commercial products or services.
2. Any notice to be considered for posting/distribution must be submitted to Library management for approval. Only authorized Library personnel may post or remove

notices. Notices posted without authorization will be removed. Notices left without authorization will be discarded.

3. To maximize available bulletin board space, notices larger than 8.5" × 11" may not be accepted for posting.
4. In fairness to the numerous community groups, the Library may limit the frequency and volume of posting notices from the same group.
5. All notices posted on Library bulletin boards or intended for distribution must contain the name and contact information of the sponsoring group and/or its authorized representative. Notices intended for distribution must include contact information, including a phone number, email, website, and/or QR code.
6. Notices intended for distribution must be separated for each of the Library locations and/or mobile services they are meant to reach. These include Buffalo & Erie County Public Library's 37 brick-and-mortar locations (9, including the Central Library, in the City of Buffalo, and 28 throughout Erie County outside Buffalo) and there are 2 mobile units (the Bookmobile and Library2GO).
7. The Library is unable to make print copies of notices. Please supply the quantity desired for posting/distribution. Suggested size should be 8.5" X 11" or smaller.
8. Upon receipt of approved print materials, the Library will make a best effort to post/distribute them within 7 working days. In the event of a Library location closure (planned or unplanned), posting/distribution may be impacted.
9. Notices will be removed when they are no longer timely or when space is required for more current items.
10. The Library assumes no responsibility for the preservation or protection of any materials delivered for posting/distribution. Materials will not be returned.
11. The following will not be accepted for posting/distribution:
 - Materials endorsing or opposing the election of any candidate for public office;

- Materials endorsing or opposing the adoption of federal, state or local legislation;
 - Materials promoting commercial products or services.
12. Authorization for posting/distribution is based on the provisions of this Policy and not on the content, viewpoints, beliefs, or affiliations providing print materials.
13. Failure to comply with this Policy may result in the denial of posting/distribution privileges.
Deliver or mail print materials to:

ATTN: Development & Communications
Buffalo & Erie County Public Library
1 Lafayette Square
Buffalo, NY 14203

Adopted Bulletin Board and Distribution Policy May 18, 2006.
Reviewed by Policy Committee August 11, 2009 — no changes.
Amended October 17, 2013 per Res. 2013-36.
Amended March 16, 2017 per Res. 2017-8.
Reviewed by Policy Committee April 15, 2021 — no changes.
Review by Policy Committee June 18, 2026
Adopted Bulletin Board & Print Material Distribution Policy July 16, 2026
per Res. 2026-14