



**Cheektowaga Public Library (CPL)  
Anna M. Reinstein Memorial Branch  
Julia Boyer Reinstein Branch**

**Bulletin Board Policy**

The Cheektowaga Public Library (CPL) recognizes its role as a source of community information. It is the policy of CPL that bulletin boards are available for the posting of notices related to library business, library-sponsored or partnered activities, and items of educational, cultural or civic interest to the Cheektowaga community. Posting of notices does not indicate CPL endorsement of the ideas, issues or events promoted by those notices.

1. CPL bulletin boards are intended for items such as announcements of educational, social, cultural, or entertainment activities, fliers, brochures, or schedules sponsored by nonprofit organizations or government agencies relating to services provided to citizens, etc. Bulletin boards are not intended to be used as a forum for the expression of the views or opinions of individuals or groups.
2. Any notice to be considered for posting must be submitted to the CPL Director for approval. Only authorized CPL personnel may post or remove notices. Notices posted without authorization will be removed.
3. In fairness to the numerous community groups, the CPL may limit the frequency and volume of posting notices from the same organization.
4. All notices posted on CPL bulletin boards must contain the name and contact information of the sponsoring agency and/or its authorized representative.
5. Notice size (physical dimensions) may be restricted to maximize available space.
6. Notices will be removed when they are no longer timely or when space is required for more current items.
7. The CPL assumes no responsibility for the preservation or protection of any materials delivered for posting. Materials will not be returned.

8. The following will not be accepted for posting:
  - Materials endorsing or opposing the election any candidate for public office;
  - Materials endorsing or opposing any candidate for public office;
  - Materials endorsing or opposing religious beliefs;
  - Materials promoting commercial products or services.
9. Posting authorization is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations of the organizations permitted to post notices.
10. Failure to comply with this Policy may result in the denial of posting privileges.

*Adopted by the Cheektowaga Public Library Board of Trustees at a public meeting on October 18, 2023*