

West Seneca Public Library Bulletin Board & Print Material Distribution Policy

The West Seneca Public Library (WSPL) recognizes its role as a source of sharing community information. It is the policy of the WSPL:

- That bulletin boards within the WSPL 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 WSPL endorsement of the ideas, issues or events promoted by those notices.

1. WSPL 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 WSPL management for approval. Only authorized WSPL 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" x 11" may not be accepted for posting.
4. In fairness to the numerous community groups, the WSPL may limit the frequency and volume of posting notices from the same group.
5. All notices posted on WSPL 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. 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.
7. Notices will be removed when they are no longer timely or when space is required for more current items.
8. The WSPL assumes no responsibility for the preservation or protection of any materials delivered for posting/distribution. Materials will not be returned.

9. 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.

10. Authorization for posting/distribution is based on the provisions of this Policy and not on the content, viewpoints, beliefs or affiliations providing print materials.

11. Failure to comply with this Policy may result in the denial of posting/distribution privileges.

Deliver or mail print materials to:

West Seneca Public Library
1300 Union Road
West Seneca, NY 14224

Adopted by the West Seneca Public Library Board of Trustees December 12, 2018. Confirmed January 16, 2019. Reviewed and re-approved June 23, 2021. Adopted Bulletin Board & Print Material Distribution Policy September 16, 2026.